



Northern Illinois University

Study Abroad Office

PROPOSING AND DIRECTING A STUDY ABROAD PROGRAM:

Faculty Handbook for NIU Administered Programs



Study Abroad Office
Williston Hall 417
DeKalb, Illinois 60115
Phone: (815) 753-0700
Fax: (815) 753-0825
E-Mail: niuabroad@niu.edu
Web: www.studyabroad.niu.edu

STUDY ABROAD OFFICE
WILLISTON HALL 417
WWW.NIU.EDU/NIUABROAD

Anne Seitzinger
Director
(815) 753-0700, aseitz@niu.edu

Kerianne Mahoney
Program Coordinator/Office Manager
NIU Administered/Faculty Directed Study Abroad Programs
(815) 753-0857, kmahoney1@niu.edu

Jill Vodden
Program Coordinator
Cosponsored Study Abroad Programs
(815) 753-7399, jvodden@niu.edu

Amy Edwards
Registrar
(815) 753-9529, amyedwards@niu.edu

Lauren Mock
Outreach and Programming Coordinator
(815) 753-0420, lmock1@niu.edu

DIVISION OF INTERNATIONAL PROGRAMS - ADMINISTRATION
WILLISTON HALL 406 & 408
PHONE: (815) 753-9526

Deborah Pierce.....Associate Provost

Sarah Lindell.....*Administrative Assistant*

Pamela Rosenberg.....*Business Manager*

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Welcome!

The Study Abroad Office (SAO) serves as a resource to NIU faculty who are interested in developing NIU Administered/Faculty Directed Study Abroad programs. In order to assist faculty in planning and organizing an effective NIU administered study abroad program, one that you and your students will find academically and personally enriching, the International Programs Division (IPD) has compiled the *Proposing and Directing a Study Abroad*



Program: Faculty Handbook for NIU Administered Programs. While the *Handbook* may seem overwhelming, we ask that you view it as a resource document created to provide policies, procedures and guidelines to assist you.

Faculty play a crucial role in supporting study abroad. Students most often indicate on their study abroad application that they learned about study abroad opportunities from a faculty member. Faculty have the strongest voice in getting the message to students that study abroad can be a vital component of their undergraduate or graduate education at NIU. Mentioning study abroad in class, encouraging students to apply for study abroad programs, and incorporating an international dimension into class lectures are all ways of encouraging student participation in study abroad.

Currently, NIU faculty members are directing programs in China, Costa Rica, Cyprus, England, France, Ghana, Italy, Ireland, Malaysia, Poland, Russia, Sicily, Sierra Leone, Spain, Switzerland, Tanzania and Turkey.

NIU, recognizing the increasingly global nature of our society, is engaged as never before in an effort to internationalize our curricula. NIU faculty and advisors encourage their students to participate in academically sound study abroad programs as a way to provide an international dimension to their degree programs and to enhance their overall educational experience. More and more academic institutions are including study abroad experiences as a required or optional component of their degree programs. Many consider such programs an indispensable educational experience for the 21st century.

For many faculty this new international emphasis presents a dilemma. Those who desire to internationalize their courses would often benefit from a period abroad, but institutional resources for such an activity are typically severely limited.

NIU administered (faculty directed) study abroad programs allow faculty development while also promoting internationalization of curricula.

The benefits of faculty directing study abroad programs are many:

- < Gives faculty the opportunity to deepen existing relationships, or to develop new ones, with institutions abroad.
- < Set up joint research projects with faculty abroad.
- < Significantly enhance one's teaching, research, and service.
- < Benefit from the intellectual stimulation and overall revitalization which living and learning in an international setting provides.
- < Global competence which can then be passed on to students.
- < Internationalization of curriculum

The Handbook offers advice and counsel for planning and implementing a high-quality program abroad. It explains the procedures for planning the program, outlines the responsibilities and expectations of the program director, ensures that procedures for obtaining academic credit are followed, and articulates expectations of the students. All NIU study abroad programs must conform to the Handbook's guidelines to ensure that the University's requirements regarding legal and financial liability are satisfied. The Study Abroad Office staff is charged with ensuring that all programs abroad meet the criteria outlined in the Handbook

Taking into consideration the time and expense involved in planning a study abroad program, and most importantly, the need to maintain the highest level of academic quality, we have adopted specific guidelines for these types of programs. This material, when completed by the program director, assists the Study Abroad Office (SAO) in developing a program proposal, in addition to program descriptions, applications, and various other promotional information.

Enclosed please find:

1. Guidelines and Procedures for Development and Administration of NIU Administered/Faculty Directed Study Abroad Programs
2. Faculty Salary Guidelines
3. Calendar of Important Dates (Proposal and Programmatic deadlines)
4. Program Recruitment and Marketing Responsibilities
5. Student Eligibility and Admission Requirements
6. NIU Administered/Faculty Directed Study Abroad Program Proposal Template and Guidelines
7. Sample Program Budget
8. Sample Departmental and College Approval Form for NIU Administered Study Abroad Programs
9. Sample Travel Information Form
10. Sample Program Description, Application for NIU Administered Study Abroad Programs, Student Application Agreement, and Course Preference Form
11. Sample Program Flyers

The form to be completed and returned to the SAO with the proposal is the Departmental and College Approval for 2010/2011 NIU Administered/Faculty Directed Study Abroad Programs

The *Guidelines and Procedures for Development and Administration of NIU Administered/Faculty Directed Study Abroad Programs for Academic Credit* provide prospective program directors with information and suggestions for the successful planning and implementation of a study abroad program.

The *Faculty Salary Guidelines* outline provisions to compensate faculty who, with department, college, Graduate School, and International Programs support, have developed an approved NIU administered study abroad program.

The *Calendar of Important Dates* provides the deadlines for proposals and the various programmatic deadlines; i.e., application, deposit, final payment, withdrawal, etc.

The *Program Recruitment and Marketing Responsibilities* section was designed to give program directors guidance in effectively recruiting for their individual program. It also explains the type of recruitment assistance provided by the SAO.

The *Student Eligibility and Admission Requirements* section provides guidelines for how student applications are evaluated for admission to study abroad programs.

The *NIU Administered/Faculty Directed Study Abroad Program Proposal Template and Guidelines* assist prospective and returning program directors in creating a viable proposal for consideration by the department, the college, the Graduate School, and the SAO. The template and guidelines can be e-mailed upon request.

The *Sample Program Budget* provides an example of the items included in a typical program budget developed by the IPD business manager and the assistant director.

The *Sample Departmental and College Approval Form for NIU Administered Study Abroad Programs* requests authorization regarding the credit to be offered, dates of the program, and salary considerations for the program director. The department chair, college dean, and graduate school dean (if graduate credit is offered) must sign this form approving all programmatic components. **The signed form must be submitted to the SAO along with the study abroad proposal.** A blank *Approval* form is provided with this *Handbook* for your convenience.

The *Sample Program Description* provides an example of the information a program description must contain before it can be printed and distributed. The program description contains sections that are provided by the program director, along with administrative information that is standard in all SAO NIU administered study abroad program descriptions. This section also contains samples of the tentative daily schedule, Application for NIU Administered Study Abroad Programs, Student Application Agreement, and Course Preference Form.

GUIDELINES AND PROCEDURES FOR DEVELOPMENT AND ADMINISTRATION OF NIU ADMINISTERED/FACULTY DIRECTED STUDY ABROAD PROGRAMS

WHAT IS AN NIU ADMINISTERED/FACULTY DIRECTED STUDY ABROAD PROGRAM? The NIU Study Abroad Office defines NIU Administered/Faculty Directed Study Abroad Programs as those programs conceptualized by NIU academic departments and/or faculty, directed by an NIU faculty member, and which are administered by the NIU Study Abroad Office. An NIU administered program offers NIU credit through courses that meet a defined number of contact hours* per week, and in which all, or the major portion of these contact hours are conducted at an overseas location. These programs generally take place over the summer term or winter break, however semester programs are encouraged as well.

For the purposes of study abroad, the International Programs Division has adopted the university policies for offering graduate level courses for *all* courses (undergraduate and graduate) offered through study abroad programs. The university requirements for awarding graduate level credit declare that (1) a course must meet for 800 class minutes for each semester hour of credit, *and* (2) there be formal class meetings during one week (i.e., seven calendar days) for each semester hour of credit. (It is also expected that students devote about two hours for course related work outside of class for each hour in class.) Therefore, for three semester hours of credit a course must be a total of 2400 class minutes and there must be formal class meetings extending over three weeks (i.e., over three seven-day periods). Contact hours must be actual instructional time and may not include orientation, general sight-seeing activities, or travel time. This translates as follows:

Three week program**	16 contact hours per week for three credit hours
Four week program	12 contact hours per week for three credit hours
Five week program	9.6 contact hours per week for three credit hours
Six week program	8 contact hours per week for three credit hours

Reminder: In addition to the above-mentioned contact hours per week, it is also expected that students devote about two hours for course related work outside of class for each hour in class.

As stated in the NIU *Academic Policies and Procedures Manual*, "Courses offered for graduate credit must contain material at a more advanced level or must require greater intellectual or creative performance, than do undergraduate courses in the same subject area. It is the level of course material and expectations, and not the level of the student, that defines whether a course should carry graduate or undergraduate credit."

*Contact hour = 50 minutes of direct contact.

****Three** weeks is the *minimum* length for a NIU administered study abroad program offering three or more credits. Programs that are less than three weeks in length must hold a minimum of three on-campus classes either prior to departure or after the program ends.

The purpose of these guidelines is to provide information to faculty who wish to devise and direct NIU administered study abroad programs for both NIU and non-NIU students. These *Guidelines* will assist the department chair, college dean, Graduate School dean, and the SAO staff in evaluating proposals for NIU administered programs. All proposals should be discussed and modified by the Study Abroad Office assistant director, and the prospective program director.

I. Recommended Criteria in Formulating Program Proposals

- 1) The program should be clearly related to departmental and student academic interests, providing either a pertinent international expansion of these, or a supplementation of campus programs so that it helps to strengthen overall NIU academic programs.
- 2) The program should be devised primarily with undergraduate or graduate students in mind. These students should constitute a substantial proportion of the total participants. The academic validity of the program requires that it be formulated with serious reference to students studying abroad for academic credit rather than individuals merely interested in overseas touring on a non-credit or audit basis. Non-traditional students can certainly be included, but should not be the core of participants, nor the focus of the program.
- 3) Program applicants must meet NIU admission requirements and be eligible for and enrolled in academic credit. Children and applicants that do not meet NIU admission requirements are not permitted to participate in NIU administered study abroad programs.
- 4) The proposed program should be clearly related to the specialized professional interests of the faculty member(s) concerned. Instructors of graduate courses must either be a member of the NIU graduate faculty from the offering department or be otherwise approved to teach at the graduate level. The latter requires the approval of the department chair, college dean, and graduate dean.

NIU administered study abroad programs should be led by active regular faculty members. Instructors are not eligible to direct a program unless they are accompanied by an active regular faculty member who serves as the primary program director. NIU faculty members who have retired should not be selected to serve as program directors of NIU administered programs after their official retirement date.

II. Recommended Procedures

- 1) When a program proposal is in the exploration or formulation stage, the faculty member(s) should discuss the concept with appropriate SAO staff. Such discussion allows the SAO to consider the various types of

administrative arrangements which will be necessary to implement the program. It will also permit the SAO to appraise the relevance of the program in comparison to others under consideration. The discussion may also reveal possibilities of meshing advantageously with other American or overseas universities.

This discussion should have preliminary concurrence from the department chairperson as the program will relate to the department's total semester course offerings. Moreover, the appropriate instructional department must be willing to assign its faculty members to the program.

The review process involves travel planning, as well as an academic overview. A proposal might be academically sound, but impossible to plan within the current SAO travel and lodging cost guidelines. **Or** a proposal might be affordable, but not academically sound.

The faculty member's department chair, the college dean, and the dean of the Graduate School (when graduate credit is to be offered) are the appropriate review bodies for academic quality and credit. The SAO assistant director and related staff are the appropriate group to review program feasibility, logistics, and academic relevance.

- 2) After the initial discussions and the subsequent development of necessary supporting data, the actual program proposal must be worked out by the prospective faculty program director. The proposal should include information regarding course content, requirements, evaluation information, itinerary and housing information, and health and visa requirements. (See *NIU Administered/Faculty Directed Study Abroad Proposal Template and Guidelines* for further details.)
- 3) The proposal should be routed with the completed *Departmental and College Approval for NIU Administered Study Abroad Programs Form* in order to obtain all required signatures. The department chairperson, the dean of the college, and the dean of the graduate school (when graduate credit is to be offered) should indicate to the SAO that the program has their approval, and set forth any special conditions (e.g., minimum number of participants required for the program to be implemented, funding and/or salary arrangements made, etc.).

This form also provides information on how the salary of the faculty program director will be handled by the department and college. (See *Faculty Salary Guidelines* for further details.)

- 4) After the proposal has received departmental, college, and Graduate School (when applicable) approval, the prospective program director

should submit the completed *NIU Administered/Faculty Directed Study Abroad Program Proposal, Departmental and College Approval for 2013/14 NIU Administered Study Abroad Programs Form* and *Travel Information Form* to the Study Abroad Office. Proposals will then be reviewed by the Study Abroad Office director.

The Study Abroad Office cannot guarantee the successful planning or implementation of proposals submitted after the deadlines indicated. (See *Calendar of Important Dates*.)

- 5) Following receipt of the approved proposal, *Departmental and College Approval for NIU Administered Study Abroad Programs Form* containing all the information mentioned above, the SAO will work with the faculty member(s) regarding the actual organization and administration of the program. The SAO will:
- T Work with the faculty member to develop an academically sound study abroad experience.
 - T Work with faculty member to develop a program budget.
 - T Develop promotional materials.
 - T Assist in marketing the program both on and off the NIU campus.
 - T Assist in screening students, with active participation of the faculty member(s) and the department.
 - T Process the necessary application and legal forms.
 - T Process student registrations in courses which are an authorized part of the study abroad program.
 - T Work with the faculty member to develop an orientation handbook and set-up orientation meetings.
 - T Provide all required data for University and state auditing of the program's account after the program's completion.

Programs Offered Annually: Faculty that have offered programs in the past or who offer programs on an annual basis should revise the previous year's program description and tentative daily schedule, and attach following completed items each year to the Study Abroad Office:

T Revised program description and daily schedule.

T Departmental and College Approval form.

T Travel Information form.

*Note: The Study Abroad Office requires that faculty who have directed a program the preceding year settle all travel advances with NIU's General Accounting Office prior to submission of a new program proposal. If travel advances have not been settled, new program proposals will **not** be accepted by the Study Abroad Office. (See section IV for additional information.)

III. Student Application and Admission Procedure

Student applications are reviewed by the Study Abroad Office for admission. Qualified applicants are admitted on a first-come-first-serve basis in accordance with the “*Study Abroad Office Student Eligibility and Admission Requirements*”. Specific admission requirements stipulated for an individual program will also be taken into consideration. If this is the case, then the applications are reviewed by the faculty member and the SAO assistant director, the program director and department chair. When an applicant has chosen courses with prerequisites, the application must be reviewed by the department chair to ensure that the prerequisites have been met.

IV. Travel Arrangements

- 1) Travel arrangements: Faculty program director(s) - After a minimum number of participants have been registered, the faculty member(s) will discuss with the SAO his/her travel arrangements in connection with the program. Faculty members will be responsible for the purchase of airline tickets, with destinations to only those sites relevant to the specific program they are directing. The relevant ticket prices will be approved by the SAO, thus faculty should not make arrangements personally unless they have first cleared costs and destinations with the SAO. Faculty will also be provided with travel costs by the SAO for the duration of the program. A per diem will be provided if meals are not included in the room and board costs.

If necessary, the SAO will cover the reasonable and appropriate housing costs for the program director for *one or two nights* before the official starting date of the program, and *one night* after the official ending date of the program.

Accompanying spouses of faculty members will be enrolled in the program as a study abroad participant (undergraduate, visiting student, non-degree student, graduate, or student-at-large). Programs costs are applicable in these situations. If a spouse is present for only a portion of the program, then enrollment for credit will not be permitted. A prorated invoice will be issued to the spouse with a payment deadline of six weeks prior to the beginning of the program.

Faculty members should also become familiar with the *State's Travel Guide for State Employees*. Copies of this booklet can be obtained from the Travel Office in Lowden Hall, 753-6128.

- 2) Travel arrangements: Students in the program - State regulations do not permit Northern Illinois University administrative units or faculty to make

exclusive travel arrangements with a specific travel agency or airline on behalf of groups of students in official programs unless a bid process has been conducted by the appropriate university offices. Adherence to these regulations is essential and is also important in terms of faculty liability.

Where students are traveling on an individual basis in order to join the program group, it is the responsibility of the student to obtain appropriate connecting flights. **Faculty routing of such students to a specific travel agency is prohibited by state purchasing regulations.**

- 3) Transportation/Operating Motor Vehicles - All program-related transportation must be provided by a licensed and insured vendor. Any group travel should be arranged with a reputable company. This should be coordinated with the Study Abroad Office director.

Program directors should not assume responsibility for transporting students unless they possess a valid international driver's license and proof of insurance and liability for the vehicle being driven. Under no circumstances should student participants be permitted to operate a vehicle for program-related travel or transportation of other program participants.

Program directors must acknowledge and understand that there are risks associated with operating a motor vehicle while participating in the program and that Northern Illinois University assumes no liability whatever for any death, injury damage, loss, accident or delay resulting from the participant's operating a motor vehicle while participating in the program.

V. Guideline for Accompanying Spouse or Relative

- 1) **Spouse or relative of student participant:** NIU study abroad program budgets are calculated on cost-recovery and are based on unaccompanied individual students; therefore accompanying spouses or relatives are not permitted. A spouse or relative may participate in the program as long as they:
 - < Enroll for academic credit
 - < Participate in all scheduled activities
 - < Enroll in the NIU Student Health Insurance Plan
 - < Pay the full program cost.
- 2) **Spouse or relative of program director:** The following policies describe the limits or conditions that apply to the participation of faculty family members (and other academic staff) in study abroad programs. The University will **not** provide any special support services (i.e.: additional housing, transportation,

childcare, etc.) or assume any responsibility for accompanying spouses or relatives. Program directors should carefully weigh the pros and cons of including family members (i.e.: time constraints, cost, group disruption, risk issues etc.).

- A. **Employment:** Per NIU policy, family members of faculty members and other academic staff may NOT be hired to perform duties on the study abroad program. Such a supervisor/subordinate relationship is against the Conflict of Interest policies as outlined at: <http://www.finfacil.niu.edu/BusProcedureManual/09-03.htm>. In the case of study abroad programs, “hired” means receiving monetary compensation for services performed, or receiving payment of expenses (travel, etc.) in exchange for performance of duties. It is possible, with special permission, for spouses who are faculty to be co-directors of a program, provided they do not supervise one another.
- B. **Liability/Insurance:** Northern Illinois University requires that spouses or relatives accompanying faculty have health insurance that will cover them while overseas. It is strongly recommended that travelers contact their insurance provider to confirm that their coverage extends to locations outside the U.S.

In addition, as a participant in the program, the spouse or relative understands and agrees that all program-related costs are their responsibility. In an emergency situation all costs associated with such an emergency will be the responsibility of the spouse or relative.

- C. **Accommodations:** Accompanying family members may share accommodations with the faculty member, provided such sharing is allowed by the housing provider. The faculty member will only receive the per-diem rate per established for the program for one person, regardless of how many accompanying family members share the accommodation. In no case should faculty or family members share apartments or rooms with students or program assistants on the program.

VI. Safety and Security

The safety and security of students and faculty abroad is of paramount concern to the NIU Division of International Programs and the NIU Study Abroad Crisis Management Team.

Northern Illinois University’s Study Abroad Office sponsors a wide variety of study abroad programs, located in countries in nearly every continent. Although these programs are located in reasonably safe and secure places, NIU cannot guarantee a risk-free environment abroad. The University will endeavor to inform

prospective participants of the known risks involved in each program, and monitor changing conditions that could foreseeably affect the safety and security of participants while the program is in session.

According to our policies, Northern Illinois University will not sponsor any study abroad program or send a group of students with a faculty member under the University's auspices to any nation for which the U.S. Department of State has issued a Travel Warning. If such a warning is issued while the program is in session, the Executive Director of International Programs and the Assistant Director of the Study Abroad Office, in consultation with on-site staff, university faculty, University Legal Counsel and the International Programs Risk Management Team, will review the situation carefully. If, in their view conditions warrant concluding the program, it will be suspended. Northern Illinois University will exercise caution with respect to countries for which the U.S. Department of State has issued a Public Announcement, evaluating each of these situations on a case-by-case basis.

1) Safety Precautions

Following is a summary of the precautions that NIU's Division of International Programs has taken to assure ongoing dedication to students' and faculty members' security and well-being.

- < Northern Illinois University has endorsed, modified, and adopted "Responsible Study Abroad: Good Practices for Health and Safety" as developed by an inter-organizational Task Force on Safety and Responsibility in Study Abroad.
- < Maintain a safety and emergency preparedness plan that is routinely reviewed and updated as necessary.
- < Stays in close contact with overseas staff and NIU program directors.
- < Monitor the following websites constantly: U.S. State Department, Federal Aviation Administration, Transportation Security Administration, Overseas Security Advisory Council, Centers for Disease Control, WHO, Air Security International, and Strategic Forecasting Alert.
- < Maintain a list of passport numbers and expiration dates for all participants. All students abroad have been registered in the U.S. Embassy in the host country.
- < All Study Abroad Office staff have emergency phone numbers for all sites. Faculty program directors are asked to carefully monitor students' travel and activities and to remain vigilant at all times.

2) Program Cancellation and Refunds

- a) NIU will only cancel or close programs if there is clear and present danger to students and faculty at the site.

- b) NIU will not make extraordinary refunds for students who return unless the program is cancelled and NIU receives refunds from vendors.

Please visit the International Programs Web site for more details on safety in study abroad, as well as links to additional websites with useful information.

VII. Submission of Appropriate University Forms

- 1) Request for a Contract Advance - Prior to departure, the SAO will, as applicable, provide each faculty member with an NIU *Request for Travel Advance Form* for departmental and SAO approval. This form is necessary to provide money prior to departure for expenses that cannot be pre- or post-paid by the SAO. Faculty members must also complete an NIU *Request for Authorization to Travel Form*.
- 2) Log Book - All program directors must keep a detailed ledger for each transaction that are made, as well as getting a receipt for all transactions. The IPD Business Manager can provide a sample log that can be used in Excel format, or you can print it and bring it with you. If you aren't able to get a receipt, please at least be sure to note it in your log book. Please return the log book and receipts to the IPD Business Manager as soon as you return from abroad, as they must be submitted to me within 30 days of your return to the U.S. or the entire travel advance will be reported as taxable income for the 2010 tax year.
- 2) Travel Voucher - This form must be completed *by the faculty member* and submitted no later than **thirty (30)** days after returning from the study abroad program. Faculty must submit an official travel voucher, with supporting receipts (including airline tickets), to the SAO for final transmission to the Accounting Office of Northern Illinois University. The travel voucher must be completed following the regulations of the *State Travel Guide for State Employees*.

The IPD Business Manager will review the completed travel voucher prior to submission to the Accounting Office. Faculty are required, however, to submit the travel voucher form and provide supporting documentation to the Business Manager in a **completed** format.

- 3) Settlement of travel advances and vouchers: The NIU *Business Procedure Manual* states the following regarding the settlement of travel advances and travel vouchers:

The University reserves the right to refuse to issue an advance to anyone if a previous advance is past due. Past due is defined as an advance that has not been completely settled within *thirty days from the return date of travel*.

Settlement of all travel advances must be made as soon as possible after travel has been completed. ***If settlement does not occur within sixty days from the month of travel, the University reserves the right to deduct the full amount of the advance from the employee's paycheck.*** If payroll deduction becomes necessary, the employee will not be granted any further travel advances for one year from the date of payroll deduction.

In addition, if settlement does not occur within the required sixty days from the month of travel, ***the Study Abroad Office reserves the right to deny faculty proposals for future study abroad programs.***

- 4) Posting Grades - Faculty members must submit grades for participating students using MyNIU.

VIII. Cancellation

The appropriate department and/or college, along with the SAO reserve the right to cancel the program if any of the following occur:

- 1) The status of the faculty member in the department/college changes.
- 2) The minimum number of students needed for financial feasibility are not enrolled in the program.
- 3) Events in the study abroad site(s) indicate that the security of students cannot be reasonably protected.
- 4) The U.S. Department of State issues a travel warning for the program country(ies). Travel Warnings are issued when the State Department recommends that Americans avoid a certain country.
- 5) There is a substantial increase in the cost of travel.
- 6) The faculty member does not fulfill his/her responsibilities according to the regulations entailed in the *NIU Administered/Faculty Directed Study Abroad Development Guidelines*.
- 7) The SAO staff determines that the proposed program is no longer feasible for financial, organization, or other reasons.

FACULTY SALARY GUIDELINES

Northern Illinois University's Division of International Programs, along with the Council of Deans has implemented the following guidelines pertaining to stipends for NIU faculty directing NIU administered study abroad programs during winter break or summer periods:

- 1) NIU faculty will be paid a stipend equal to one month's salary **or** \$4,500, whichever is less, for organizing and conducting an NIU administered study abroad program.
- 2) The Division of International Programs will pay up to \$2,000 of the stipend, generated through student program costs, *if requested to do so by the academic department or college*. This stipend should be calculated as a portion of the faculty member's one month salary or \$4,500, *not* as a supplement to the salary, i.e., faculty should not receive one month's salary *in addition to* the \$2,000 stipend.
- 3) Where the department and college are unable to share salary stipends, but do fully endorse the program, the Division of International Programs will provide up to a maximum salary stipend of \$2,500, to be generated through student program costs.

The department and college must indicate salary stipulations on the form entitled, *Departmental and College Approval for NIU Administered/Faculty Directed Study Abroad Programs*. The SAO will utilize this form when determining a faculty member's salary in the program budget. If special instructions are not noted on this form, the SAO will assume that the department is paying \$2,000, and the SAO will provide a \$2,000 stipend from student-generated monies.

**CALENDAR OF IMPORTANT DATES
PROPOSAL DEADLINES
PROGRAMMATIC DEADLINES**

I. PROPOSAL TIME LINE

- Meet with the Study Abroad Office assistant director **Nine to twelve months prior to the proposal deadline**
- Develop NIU Administered Study Abroad Proposal **Four to six months prior to the proposal deadline**
- Departmental and College Approval for NIU Administered Study Abroad Programs **Must accompany proposal**
- Travel Information form **Must accompany proposal**

For *Winter Break* Programs, prospective program directors should begin the proposal process one year prior to the Winter Break program (at the latest the process should begin during the spring prior to the program.) EXAMPLE: Begin planning in Fall 2012/Spring 2013 for Winter Break 2013/2014.

For Summer Programs, prospective program directors should begin the proposal process at least one year prior to the Summer Program. EXAMPLE: Begin planning in Spring of 2013 for Summer 2014.

These planning horizons are *strongly* recommended because they allow for more thorough planning of program logistics. Of equal importance, these horizons also provide needed time for marketing the program to prospective students and for recruiting sufficient numbers in order to make the program financially feasible.

The Study Abroad Office cannot guarantee the successful planning or implementation of proposals submitted after the deadlines indicated.

Program Date	Proposal Deadline
Winter Break Program (December/January)	MAY 1
Summer Program	JUNE 1 of the year BEFORE the summer program will take place.

***Reminder: The Study Abroad Office requires that faculty who have directed a study abroad program the preceding year settle all travel advances with NIU’s General Accounting Office prior to submission of a new program proposal. If travel advances have not been settled, new program proposals will *not* be accepted by the Study Abroad Office.**

II. PROGRAMMATIC DEADLINES

Below is a list of dates provided to give prospective program directors an idea of the approximate deadlines used by the SAO for deposits, applications, final payments, etc. Dates may vary according to:

- a) Whether a program takes place early or late in the winter break or summer, and
- b) The deposit and payment deadlines imposed by overseas vendors and cooperating institutions.

WINTER BREAK PROGRAMS	
Withdrawal deadline for participants	October 15
Participants must have a valid passport	November 1
Application deadlines for most winter break programs	November 1
Final payment deadline	November 1

SUMMER PROGRAMS	
Withdrawal deadline for participants	April 1 or May 1
Participants must have a valid passport	April 15 or May 1
Application deadlines for most summer programs	Between April 15 and May 15, depending on start date of program
Final payment deadline	April 15 or May 1

Should you have questions regarding the preliminary planning of an NIU administered study abroad program, please contact Anne Seitzinger in the Study Abroad Office (753-0700).

PROGRAM RECRUITMENT AND MARKETING RESPONSIBILITIES

PART I: PROGRAM DIRECTOR RECRUITMENT AND MARKETING RESPONSIBILITIES

Marketing and recruitment survey information gathered from past study abroad participants has proven that the most effective recruiter is the ***program director/faculty member!***

If you are directing a study abroad program for the first time, please keep in mind that effective recruiting takes considerable time and effort, especially for a newly developed program. The Study Abroad Office recommends the following in order to help you successfully recruit for your program:

- < Promote the program in your classes.
- < Contact your colleagues and ask them if they will allow you to come into their class to tell their students about the program.
- < Hold at least two information meetings for students to generate interest. Be sure to hold them at times that will attract as many interested students as possible. You will need to make arrangements for a meeting room.
- < Staff a table at the annual NIU Study Abroad Fair. The Study Abroad Fair is an excellent opportunity to reach hundreds of students. Proposals must be approved in order for the program director to attend the Fair.
- < Counsel students who may be interested in studying abroad.
- < Make yourself available to meet with students and/or parents
- < Make yourself available for email contact with students and/or parents.
- < Provide the SAO with a list of suggested newsletters or publications in which a press release may be placed in order to advertise the study abroad program.
- < Provide the SAO with specific information regarding the placement of an advertisement if a paid ad is deemed effective and if the program budget has made allowances for such an expense.
- < Provide the SAO with mailing labels (in zip code order) for relevant colleges, universities or departments to which one-page flyers may be mailed. It is up to the

discretion of the SAO to decide if such mailings are possible based on staff workloads and the advertising budget allotment for each individual program.

- < Maintain a list (name, address, phone number) of interested students, including any who have inquired by phone or in person. This information can then be entered on the Study Abroad Office inquiry database.
- < Write letters to students (particularly non-NIU students) who have contacted you regarding the program. Check with them periodically to see if they remain interested, and inquire if they require further information in order to apply.

IMPORTANT - All promotional material must be reviewed and approved by Anne Seitzinger before it is printed or distributed.

PART II: STUDY ABROAD OFFICE (SAO) RECRUITMENT AND MARKETING RESPONSIBILITIES

- < The Study Abroad Office will maintain an inquiry database and distribute the program description (this includes the application) to anyone who calls or writes for more detailed information regarding a program.
- < Distribute and mail an annual catalog containing brief information regarding all NIU administered study abroad programs in the fall before the winter break or summer program will take place.
- < The SAO will list your program on various study abroad Internet search engines such as Studyabroad.com, Goabroad.com, IIE Passport.org, and Petersons.com.
- < The SAO will place press releases in newsletters or journals related to the program topic at the suggestion of the program director.
- < The SAO will place advertisements in publications if the program budget has made allowances for such an expense.
- < The SAO will mail one-page flyers announcing an informational meeting (coordinated by the program director) to students majoring in the topic being presented in the study abroad program (see section entitled, "Sample Program Flyers").
- < The SAO Marketing Adviser will develop one-page flyers describing the program to supplement the more detailed program description (see section entitled, "Sample Program Flyers").
- < The SAO staff will field phone calls, e-mails, and walk-in inquiries regarding programs.

- < The NIU administered program assistant will meet with students to counsel them on various program options available, and assist students in finding a study abroad program that will meet their academic, personal, and professional needs.
- < The International Programs business manager will meet with and counsel students regarding various financial aid, loan, and scholarship options available. The business manager will also serve as a liaison between the student and the NIU Student Financial Aid Office.
- < The SAO has peer advising assistance available to program directors in order to aid in recruitment.
- < The SAO hosts an annual study abroad fair in mid-September to promote all international activities on campus. Program directors that have completed the proposal process are invited to host a table and display program-related visuals and material. The Study Abroad Fair is a valuable opportunity for program directors to reach NIU students.

While the SAO is always helpful and effective in recruitment for study abroad programs, it is indisputable that the most effective recruiter is the program director!

STUDY ABROAD OFFICE NIU POLICIES AND ELIGIBILITY REQUIREMENTS

The following are the eligibility requirements governing student participation in NIU study abroad programs.

MINIMUM AGE

The Study Abroad Office does not permit applicants under the age of 18 or high school students to participate in study abroad program.

CLASS STANDING

To participate in any NIU study abroad program, students must have sophomore standing at the time of participation in a study abroad program.

Students applying for international internships, exchange programs, and some cosponsored study abroad programs must have attained junior or senior standing at the time for which they are applying to go abroad. Students who wish to apply for one of these programs before they have attained junior or senior status will be advised on a case-by-case basis.

Freshmen students, with the appropriate academic background, may apply for some summer programs if they reach sophomore standing by the time the summer program begins.

GPA

To apply to an NIU study abroad program, students must have a minimum GPA of 2.75 or 3.00, depending on the requirements of specific programs

Some specific NIU administered study abroad programs may have a lower GPA requirement. Students should check minimum GPA program requirements in those programs before they apply.

PROGRAM SPECIFIC REQUIREMENTS

Some study abroad programs have requirements in addition to class standing and minimum CUM GPA.

These requirements may include: a minimum level of proficiency in a foreign language, specific course pre-requisites, a minimum GPA in a specified major, or consent of an NIU academic department and faculty adviser.

Certain NIU cosponsored study abroad programs require a minimum foreign language proficiency in order for the student to be accepted. Students who intend to participate in an academic year or semester study abroad

program that requires the equivalent of five or six semesters of previous foreign language background, must complete the minimum language requirement during the semester immediately preceding the desired program

Students who intend to participate in an academic year or semester study abroad program in a location where all the courses are taught in a foreign language, must meet the minimum language proficiency requirements of that program, and should be enrolled in that language during the semester immediately preceding the desired program.

Students who take an intensive elementary level language course prior to an NIU cosponsored summer program may be accepted conditionally, pending their performance in the course and approval of an appropriate foreign language instructor.

RETROACTIVE STUDY ABROAD CREDIT

The NIU Study Abroad Office **will not** retroactively award credit for courses that were not pre-approved by an NIU academic department prior to departure or for courses taken as part of a non-approved study abroad program. All study abroad credit must be secured in advance by the student.

REQUIRED NIU HEALTH INSURANCE

Enrollment in the NIU Medical Insurance Plan for Students is **required** for participation in all NIU study abroad programs.

FULL TIME ENROLLMENT WHILE STUDYING ABROAD

Students must be enrolled full-time while participating in an NIU study abroad program.

Undergraduate	Fall and Spring Semesters: 12 or more semester hours Summer: 3 or more semester hours*
Graduate	Fall and Spring: 9 or more semester hours Summer: 3 or more semester hours*

*Three semester hours is considered half time for summer enrollment and is the minimum number of hours required for students to be eligible for financial aid and loans. Study abroad students are strongly encouraged to be enrolled full-time (6 or more hours) for the summer term; however, enrollment and course availability can vary by program.

STUDY ABROAD PROGRAM PARTICIPATION

In order to be accepted into a study abroad program, students must agree to participate in the entire program (all class sessions and program-related activities of the study abroad program) and satisfy all NIU undergraduate and graduate admission and course requirements.

ACADEMIC BACKGROUND

Students must be in good academic standing at the time of application. Students who are on academic probation are not eligible to participate.

DISCIPLINARY BACKGROUND

Students who are currently on disciplinary probation and who wish to submit an application for a study abroad program that will take place after their probation ends should be advised that applications will be reviewed by on a case-by-case basis in consultation with the University Judicial Office.

Students who are on disciplinary probation during the semester or term in which they wish to study abroad are not eligible for participation in an NIU study abroad program.

The Study Abroad Office collaborates with the University Judicial Office to review the disciplinary records of all NIU students applying to the programs, and reserves the right to deny acceptance to students who have problematic disciplinary histories.

ENCUMBRANCES

Encumbrances placed on a student's records by NIU; e.g., by the Graduate School, Undergraduate Admissions, Bursar's Office, Accounts Receivable, Registration and Records, Health Services, Parking Services, NIU Libraries, etc., must be cleared before a student can be granted admission to any study abroad program.

MINIMUM ATTENDANCE AT NIU FOR TRANSFER STUDENTS

Students who transfer to Northern Illinois University must have successfully completed two full semesters at NIU before they are eligible to participate in a study abroad program.

INTERNATIONAL STUDENTS

In order to be eligible for participation in an NIU study abroad program applicants must currently be enrolled in a recognized U.S. university or at an American institution abroad, or they must possess a degree from a U.S. or American institution abroad. In order to be eligible for an NIU study abroad program, non-immigrant applicants must be currently enrolled in and maintaining valid immigration status at a recognized U.S. university. Students in F-1 status will need to complete an immigration transfer to NIU if they are not already enrolled here.

NON-TRADITIONAL STUDENTS

Depending on the program, it is feasible that eligible applicants may also include NIU faculty, staff, and persons not currently enrolled in a college or university. Quite often programs attract participants that are practicing professionals or pursuing an advanced degree in an area related to the program. Questions relating to eligibility and admission requirements should be directed to the NIU Study Abroad Office (SAO). Applicants must, however, participate in the *entire* program and satisfy NIU undergraduate or graduate admission and course requirements.

ACCOMPANYING SPOUSE OR RELATIVE

Accompanying spouses or relatives may participate in a study abroad program if they: 1) enroll for academic credit; 2) participate in all scheduled activities, and 3) pay the full program cost.

NIU ADMINISTERED/FACULTY DIRECTED STUDY ABROAD PROGRAM PROPOSAL TEMPLATE AND GUIDELINES

This section provides guidelines for faculty who are submitting a study abroad proposal for the first time, and for faculty who have offered programs in the past or on an annual basis. Faculty who have questions regarding the proposal procedure are encouraged to contact Anne Seitzinger, assistant director, 753-0700.

Proposals should be routed for signature approval in the following manner:

- 1) Department - To obtain chair's approval
- 2) College - To obtain dean's approval
- 3) Graduate School (if graduate credit will be offered) - To obtain graduate dean's approval
- 4) Study Abroad Office

Proposals should be submitted to departments, colleges and the Graduate School in the format provided by the Program Proposal Template and Guidelines. Disks containing the template and guidelines are also available in Word Perfect or Word upon request. The templates can also be sent by e-mail. The template prompts faculty to provide program dates, brief biographic information regarding the program director, information on cooperating institutions (if applicable), the program objective and overview, program highlights, instruction method, program audience, information on the program country, academic expectations, pre-departure requirements, housing and meals, transportation, visas, immunizations, tentative daily schedule, and syllabi.

Including the above-mentioned information in a proposal allows it to be approved in an expedient manner. In addition, when a proposal is approved by the proposal deadline, this allows the Study Abroad Office to produce program and application materials, thus allowing the faculty member and the SAO to take full advantage of the recruitment time frame.

Faculty planning a program for the first time: Assistance in developing a program proposal is available from Anne Seitzinger. Draft proposals are welcome and Ms. Seitzinger will provide faculty with feedback and suggestions, especially in regard to logistics, academic requirements, deadlines, etc.

Faculty who have offered programs in the past or offer programs on an annual basis: Faculty falling into one of these categories are required to submit the following completed items each year to the Study Abroad Office:

- Revised program description and daily schedule
- Departmental and College Approval form

PROGRAM PROPOSAL TEMPLATE AND GUIDELINES

Directions: This template has been designed to assist faculty in developing their study abroad proposals for submission to the department, college, Graduate School (when applicable) and the Study Abroad Office. Please provide program information for all sections requesting program-specific information. Instructions and suggestions are provided in *the boxes in bold/italics*. Additional "Required Program Proposal Guidelines" can be found on pages 37 and 38.

Reminder: Disks containing the template and guidelines are also available in Word Perfect or Word upon request.

Program Title Program Dates

This study abroad program is coordinated by the Northern Illinois University Study Abroad Office (SAO), in cooperation with the NIU College of _____ and Department of _____.

If applicable, please insert information on any cooperating overseas institutions.

PROGRAM DATES: The program will officially begin on _____(day), _____(date), 20__ in _____(program city), and will end on _____(day), _____(date), 20__. Students will be responsible for making their own air travel arrangements in order to arrive in _____(program city) on _____(day), _____(date).

NIU Administered programs are generally three to six weeks in length, however, full summer session and semester length programs are also encouraged. Programs that are less than three weeks in length will be considered if pre- and post-program classes are held on-campus. Please provide program tentative dates, as well as pre- and post-program meeting dates, if applicable.

On occasion it may be preferable to have the group fly to and from the program country together on a group flight. In most instances these group airfares must go through the NIU bidding process. If you think your group requires a group flight, it is recommended that you submit your proposal one month prior to the proposal deadline as the bidding process can be lengthy. In cases where a group airfare is preferred, please use the following:

The program will officially begin with departure of the group from _____ Airport on _____ (day), _____ (date), 20____ and will end with the return of the group from _____ (program city) to _____ (U.S. city) on _____ (day), _____ (date), 20____.

PROGRAM DIRECTOR: _____ (name), professor of _____ (department) in the NIU College of _____

....

Please provide biographical information regarding your background, and if applicable, biographical information on an NIU faculty co-director, or lecturers from the host institution.

PROGRAM OVERVIEW/OBJECTIVES: The primary purpose of this program is to provide participants with the opportunity to....

What are the program objectives (important!)? Please provide a brief description of the program goals and organization. What knowledge, skills, or benefits will the student gain through participation in this program? In addition, providing program objectives will assist in the proposal approval process. This is also valuable information for the student considering a study abroad program.

PROGRAM SITE(S): The program will take place in....

What country(ies) will this proposed program involve? Residential or one-country programs are recommended, as opposed to programs that suggest "touring" several different countries. One country, or residential programs will also be less expensive, thus more attractive to students. In this section, please provide interesting and descriptive information on the program country, city, and if applicable, host institution(s).

HIGHLIGHTS:

List any attractive or exciting details regarding the program/itinerary. For example, will there be any cultural field trips scheduled; e.g., a theatre production, a museum visit, a weekend trip to a nearby program-related site, a lecture from a renowned expert in his/her field? etc.

PROGRAM AUDIENCE: Space is limited and qualified applicants will be accepted on a first-come-first-serve basis.

What types of students will be interested in this program? Undergraduates? Graduates? Students-at-large? Professionals? Are students from all majors welcome, or must a student be from a specific major? Is the program open to non-traditional students?

INSTRUCTION METHOD: The sessions may include... Sessions are normally held...

What type of instruction method will be utilized? Will instruction be provided solely by the NIU faculty member, or will faculty or lecturers from host institutions provide instruction as well? Will the program include lectures, panel discussions, topic-related tours, question/answer sessions? Will the NIU faculty member hold daily sessions to allow the group to discuss what was learned each day?

Additional issues to address:

- **Will students be required to submit written assignments, meet on a one-to-one basis with the program director, etc?**
- **If the course carries graduate credit, what are the characteristics of the course and the course requirements that distinguish the course from an undergraduate experience?**
- **How will the assignments be carried out on this program? Will the program include papers, journals, independent or group projects, etc.?**
- **What type of grading process will be utilized for each course?**
- **If pre- and post-program meetings are required, how will this requirement be implemented for students who are not within traveling distance of the NIU campus?**

This information is critical in obtaining approval from the department chair, college dean, and graduate dean (when applicable). It is an opportunity to identify contact hours, course requirements, and program relevance. It is also an indication to students, as well as other faculty and advisers that the program is based on strong academic criteria, and suggests how this program might fit into a student's academic program.

PROGRAM ACADEMIC CREDIT: For satisfactory participation in the program, participants will receive 3 semester hours of undergraduate or graduate credit in one of the following NIU courses.

Will the program offer undergraduate, as well as graduate credit? Please provide the NIU course number and title, as well as the NIU Undergraduate or Graduate Catalog description of the course and any prerequisites.

UNDERGRADUATE CREDIT:	
NIU Course Number and Title	# of semester hours
<p>Description:</p> <p>Prerequisite:</p>	

GRADUATE CREDIT:	
NIU Course Number and Title	# of semester hours
<p>Description:</p> <p>Prerequisite:</p>	

INDEPENDENT STUDY/RESEARCH PROJECT: Individuals desiring to earn *three additional hours* of undergraduate or graduate credit may do so by engaging in an independent study-research project under the direction of Professor _____, program director. The research report should be at least _____ pages for undergraduate credit and _____ for graduate credit.

Independent Study Option: Whether the program will offer an independent research project course is optional and up to the discretion of the department and faculty member proposing the program. As mentioned above, please provide the NIU course number and title, as well as the Undergraduate or Graduate Catalog description of the course and any prerequisites.

Requirements for Independent Study/Research Project: In order to obtain approval from course or major department chair and _____, program director, applicants must:

1. Relate the project to a topic or subject introduced during the program.
- 1) Complete and submit the project for final evaluation to _____, program director no later than _____ **(date)**, 20__.

Participants who enroll for the independent research project will receive 3 semester hours of credit in one of the following NIU courses:

UNDERGRADUATE CREDIT:	
NIU Course Number and Title	# of semester hours
Description:	
Prerequisite:	

GRADUATE CREDIT:	
NIU Course Number and Title	# of semester hours
Description:	
Prerequisite:	

APPLICATION AND ADMISSION PROCEDURES: The program is open to undergraduate and graduate level students who meet the NIU general admission requirements, and who are interested in _____ **(topic(s) of study)**. Currently enrolled students must meet College of _____ course GPA requirements. Graduate level students must also meet NIU Graduate School admission, course and GPA requirements.

The majority of the language regarding Application and Admission Procedures and Application and Deposit is standard language inserted into all study abroad program descriptions.

Students must be in good academic standing at the time of application. Students who are on academic probation are not eligible to participate in study abroad programs.

Applicants must participate in the *entire* program and satisfy NIU undergraduate or graduate admission and course requirements.

Students cannot have any encumbrances against their NIU records. Any encumbrances placed on a student's records by NIU (i.e., the Graduate School, Undergraduate Admissions, Bursar's Office, Accounts Receivable, Registration and Records, Health Services, Parking Services, etc.) must be cleared before a student is granted admission to a study abroad program.

For undergraduate students to be admitted to the program, an applicant's official transcript must be on file in the NIU Study Abroad Office. Students who are currently enrolled at NIU, or who have previously enrolled at NIU, do not need to request an official transcript; the Study Abroad Office will make this request on behalf of the applicant. Students who want to participate in the program and earn academic credit from NIU who have **not** previously enrolled at NIU, or who are not **currently** enrolled at NIU, should ask the Registrar at their institution to forward an official transcript as soon as possible to the Study Abroad Office. (Student-issued transcripts and photocopies are not acceptable.) Questions relating to the admission requirements or transcripts should be directed to the Study Abroad Office.

Students who desire to obtain graduate credit must either be admitted to a graduate program within the NIU Graduate School, or be admitted to the status of a "student-at-large" (SAL) within NIU's Graduate School. For students to be admitted to the program for graduate credit, the applicant's official transcript must be on file in the NIU SAO. Students who are currently enrolled at NIU, or who have previously enrolled at NIU, do not need to request an official transcript. However, students who will participate in the program in order to earn academic credit as an SAL (students who have not currently enrolled, nor are previously enrolled at NIU) must provide a transcript from the baccalaureate institution and from any institution at which graduate credit has been earned. This document must be provided to the SAO before a student can be admitted as an SAL to the program. (Student issued transcripts and photocopies are not acceptable.)

APPLICATION FORMS AND DEPOSIT: Click (link to online application will be inserted by SAO) or visit the NIU Study Abroad Office website <https://niu.studioabroad.com> (and search for (program name)) to begin the online application process for this program. The webpage provides guidance on requesting information, advising, or applying for the program.

Please note that at the time of application, applicants will be expected to submit a signature verification form and copy of their ID to the Study Abroad Office. More

detailed instructions can be found at <https://niu.studioabroad.com> website or by contacting the Study Abroad Office at (815) 753-0700 or niuabroad@niu.edu.

\$200 APPLICATION FEE/DEPOSIT: A \$200 application fee/deposit is required of all applicants. The \$200 is broken down into \$100 for the non-refundable application fee and \$100 for a program deposit. Both the application fee and the deposit will be applied to the total balance of the program cost. The \$100 deposit is refundable only if the participant withdraws prior to the withdrawal deadline indicated on the program materials or for medical reasons verified by a physician if the withdrawal takes place after the deadline.

The \$200 application fee/deposit will be charged to NIU students' NIU Bursar account. (Checks and money orders cannot be accepted from NIU students). Non-NIU students must submit a check or money order in the amount of \$200. More detailed instructions can be found on the application website mentioned above.

APPLICATION DEADLINE:

The application deadline is dependent upon the start date of the program. Please refer to the section in this Handbook entitled, "Calendar of Important Dates" for additional information regarding program deadlines.

ACCOMMODATIONS AND MEALS: Participants will reside in _____
(*type of accommodations*) in _____ (*single or twin bedded rooms*) with
_____ (*type of bath and toilet facilities*) and will be
provided _____ (*number of meals*) meals daily throughout the period of residency.
(Refer to the *Tentative Daily Schedule* for specific details regarding housing and meals.)

What is the proposed type of housing for the program? Host families? Residence halls? Hotels? Depending on the accommodations, will the students reside in single or double rooms, with or without private bath and toilet facilities? Please include names, addresses, phone/fax numbers and email address for the vendor that will be arranging the group's housing and/or meals.

What are projected meal expenses? How many meals might be included in the program cost and how many are not covered?

AIR TRANSPORTATION: *(Most programs require that the participants are responsible for making their own flight arrangements.)* Individuals will be responsible for making their own air travel arrangements between the U.S. and _____ (**program city**) and for purchasing their tickets from a travel agent or airline of their choice. (Travel insurance is recommended.) Participants should keep in mind that in order to arrive in _____ (**program city**) in time for the official beginning of the program, they should plan to depart the U.S. no later than _____ (**date**), 20__.

GROUP FLIGHTS: *On occasion it may be preferable to have the group fly to and from the program country together. In most instances these group airfares must go through the NIU bidding process. If you think your group requires a group flight you must submit your proposal one month prior to the proposal deadline as the bidding process can be lengthy. The following information regarding airfare options is standard language inserted into all study abroad program descriptions.*

For information regarding airfares and airlines students may wish to check-out additional airfare sites on the Internet.

Important - The Study Abroad Office advises all participants that flight reservations for this program should not be booked until:

- a. After the (application deadline).
- AND**
- b. The SAO has accepted the minimum number of participants needed to operate this program.

This advisory is given so that participants do not find themselves financially responsible for airline tickets should it be necessary to cancel the program. (See section entitled, **CANCELLATION OF THE PROGRAM**)

LAND TRANSPORTATION: For program-related travel the group will travel by _____ (**train, coach, etc. - list all modes of transportation that apply**). This transportation is provided as part of the NIU program cost. (Refer to the *Tentative Daily Schedule* for specific details regarding other program-related transportation.)

What types of land transportation will be required to go from one site to another, one city to another, etc. Please provide information regarding the modes of transportation required, if applicable. Please also provide information regarding vendors who will be responsible for arranging the land transportation; e.g., host institution, overseas coach company, overseas student travel organization, etc.

PASSPORT: --IMPORTANT--All participants are required to **possess** a valid passport by _____ (**date dependent on program departure date**). *Important Note: U.S. passports must be valid SIX months beyond the intended stay overseas.* Individuals who do not currently possess a valid passport should apply for one immediately upon acceptance into the program. (Applicants applying after _____ (**date**), may need to request expedited services or apply in person at the Chicago Passport Agency. If applicants are not within the Chicago area, they must apply at the nearest passport agency.) Information on acquiring a U.S. passport is available at the U.S. State Department's website: http://travel.state.gov/passport_services.html. Foreign passport holders may need special visas for travel **and are responsible for obtaining all necessary visas.**

The passport information is standard language inserted into all study abroad program descriptions.

Passport and ISIC Photos: You may have your passport and/or ISIC photo(s) taken in the NIU Study Abroad Office. Photos are \$3.00 for the first photo and \$2.00 for each photo after that. After the first two photos, photos must be purchased in multiples of two. Photos are usually developed while you wait. Study Abroad Office hours are 8:00 a.m. – 12:00 p.m. (closed over the lunch hour) and 1:00 – 4:30 p.m.



VISA: A valid passport is required prior to _____ (**date at least 8 weeks prior to departure date**) in order to obtain a visa to enter _____ (**program country**). Individuals who do not currently possess a valid passport should apply for one immediately upon acceptance into the program. The visa forms are included with the program application materials. *These visa forms and photos must be submitted with the program application materials.*

Is a visa required for entry into the program country? What are the visa requirements and application fees for all program countries involved? Please provide a sample form and application criteria obtained from the appropriate consulate, along with instructions for the type of visa required for the program (group visa, tourist visa, etc.) How far in advance of the start of the program should visas be obtained? Can the students obtain the visa on their own or is a group visa required? Visa requirements and acquisition time will be taken into consideration when determining the application deadline for the program.

HEALTH REQUIREMENTS/VACCINATIONS: In order to enter _____ (**program country**), students will be required to obtain _____ (**type of immunization(s)**). The NIU University Health Service can administer most immunizations.

Are there any special health requirements for travel in the proposed country(ies)?
Are there any immunization or health considerations that the students should be aware of prior to departure? Note: All acceptance packets provide information on how to contact the NIU University Health Service for suggestions on immunizations while traveling abroad.

NIU PROGRAM COST: The program cost pays for the following cost related services:

_____ (**type**) accommodations and _____ (**#**) meals daily while the group is in _____ (**country**).

Land transportation in _____ (**country**).

Admission fees to cultural and historical sites visited as part of the daily schedule.

Fee for acquiring the visa to enter _____ (**if applicable**).

NIU tuition for undergraduate or graduate (**if graduate credit is approved**) credit.

NIU major medical insurance.

PROGRAM COST: \$

Price subject to change pending currency exchange fluctuations.

All prices quoted are subject to change. The information contained in the program documents and forms are presented in good faith and is believed to be correct as of the date presented. Northern Illinois University reserves the right to amend, modify, revise, or delete any information appearing in these documents, including but not limited to the cost of the program.

Non-NIU students should consult with their home institutions regarding additional costs that may apply to study abroad. Non-NIU students are responsible for any study abroad charges imposed by their home institution.

The program cost will be determined after the proposal has been approved, cost quotes have been obtained and the budget has been developed by the International Programs business manager, in cooperation with the SAO director and faculty member.

ADDITIONAL COSTS TO PARTICIPANTS: Several costs are not included in the program cost that is cited above. Other expenses that will be incurred by the participants include:

- Cost of acquiring a passport (approximately \$135, including passport photos)
- Visa fees (if applicable)
- \$40 Undergraduate application or Student-at-Large application fee (**Non-NIU** undergraduate or graduate level students only)
- Lunches and dinners (*variable per program*)
- Entrance fees for free-time pursuits
- Purchases of a personal nature

What is the cost for other incidentals? Students take this question very seriously. A student's experience overseas can be diminished if they find they did not bring sufficient funds to cover incidentals. For example: Are there certain meals that are not included in the program cost? Will students be expected to pay hotel/restaurant gratuities? How about items such as supply costs (art supplies, log books, writing material), laundry, spending money, gifts for host families (if applicable). Should the student take the host family to dinner, contribute to food shopping, spending money?, etc.

NIU UNDERGRADUATE APPLICATION FEE: There is a \$40 non-refundable Undergraduate application fee for students applying to NIU for the first time.

If you have previously enrolled at NIU as a degree-seeking undergraduate or graduate level student, you are not required to submit this payment.

If you are applying to NIU for the first time you will receive an NIU Undergraduate application or Student-at-Large application with your acceptance packet. You will be asked to return the application form to the NIU Study Abroad Office and later you will be notified by the NIU Office of Admissions or the NIU Graduate School regarding when the \$40 application fee is due.

FINANCIAL AID: As a participant in a study abroad program through NIU, applicants may be eligible for: Pell Grant, SEOG, Perkins Loan, PLUS Loan, Subsidized or Unsubsidized Stafford Loan, MAP Award or your privately awarded scholarship with consent of awarding organization. Information is also available in the Study Abroad Office regarding scholarships available to undergraduate students offered by the Institute for International Education (anticipated application deadline March 1, 20____). Please contact the International Programs business manager, Pamela Rosenberg, Williston Hall 407, (815) 753-9530, prosenberg@niu.edu for more information.

The financial aid information is standard language inserted into all study abroad program descriptions. Applicants are advised that they should meet with the International Programs business manager who serves as a liaison between the student and the NIU Student Financial Aid Office.

WITHDRAWAL FROM THE PROGRAM: Applicants withdrawing from the program after (Date TBD) will not be refunded the \$100 program deposit.

Applicants withdrawing from the program after this date will also be held accountable for any funds obligated to overseas vendors and agents on the applicant's behalf. This provision is in effect even if the applicant has not submitted the \$100 deposit or additional payments, and if the applicant is applying for financial aid.

If the applicant must withdraw after (Date TBD) for medical reasons, funds obligated on their behalf to overseas vendors can only be refunded if:

- 1) The request is submitted to the Study Abroad Office in writing and accompanied by a signed statement stating that travel is not advised from a physician on the physician's letterhead; **and**
- 2) NIU is able to obtain refunds from overseas vendors and agents.

The withdrawal deadline information is standard language inserted into all study abroad program descriptions. The actual withdrawal deadline is dependent upon the start date of the program and whether a visa is required for the program.

CANCELLATION OF THE PROGRAM: The Study Abroad Office reserves the right to cancel this program if the minimum required enrollment is not attained. If, prior to the commencement of the program, a U.S. State Department Travel Warning is issued for _____ (**program country**), all applicants will be notified promptly of the warning and the possibility of cancellation of the program. If, during the course of the program, a U.S. State Department Travel Warning is issued for _____ (**program country**), students will be promptly notified of the warning and the advisability of canceling the program.

The program cancellation information is standard language inserted into all study abroad program descriptions.

Additional Required Program Proposal Guidelines

The information requested in the following sections is vital to the program proposal

- 1) *How many students will participate in this program?*
Generally the SAO recommends that the group size be limited to 10 - 20 students. Past experience has shown that a group within these size limitations is the most manageable for one faculty member, and also provides a sufficient budget on which the program may be based. Larger numbers can be accommodated in residential programs where travel during the program is minimized, and for programs that involve more than one principal instructor. First-time program directors are encouraged to set the group size at 6-8 students. History has proven that new programs require one to two years to get off the ground and it is more realistic to set the minimum number of students at 6-8 so that the program can operate. If the minimum number of students do not enroll for the program, then the program is not financially operational and must be canceled.

- 2) *Who are the overseas contacts/vendors? How can they be contacted?*
Faculty members should provide the name, address, phone/fax numbers and email address of any overseas contacts (educational institution, faculty member, travel agent/organization, etc.) who might be able to assist with logistical arrangements and/or scheduling lecturers, museum visits, etc. The Study Abroad Office, in cooperation with the program director, will contact this person(s) to contract for logistical services.

It is extremely helpful when the program director can provide rough estimates on expenses such as the housing and meals, guest lecture fees, admission fees, airfare, transportation to and from the airport, departure tax, the approximate cost of local transportation if they have to travel to classes by bus or taxi, field trips, visa, etc.

- 3) *Are there safety issues that must be examined before taking a group of students to this country(ies)?*
Note: Northern Illinois University will not sponsor any study abroad program or send a group of students with a faculty member under the University's auspices to any nation for which the U.S. Department of State has issued a Travel Warning.

Is the host country experiencing any political or domestic unrest? Will students be exposed to dangerous situations while participating in program-related activities? If so, how will the program director educate students on dealing with potential dangerous situations?*

- 4) *How will injuries and illnesses be handled? Will there be on-site procedures for health care? Is there medical care immediately available if needed? Will the host institution serve as a liaison in matters of medical emergency? The program director should identify an overseas on-site contact person or office that will assist with emergencies should they occur.**

*Program directors will be provided with a copy of the Faculty Training Handbook for NIU Administered/Faculty Directed Study Abroad Programs. This Handbook provides information on how to handle emergencies while directing a program overseas, as well as “Procedures for Managing Emergencies in Study Abroad Programs Sponsored by NIU”.

5) *How will the program be evaluated?*

Participants must fill out a course evaluation for each course offered as required by University policy. Program Directors should make arrangements through their department to have the evaluations administered. The SAO also provides participants with an opportunity to evaluate the program. The SAO student evaluations are sent to the student’s home address after the program is ended. It should be noted that the SAO evaluation is *separate* from the departmental evaluation.

Proposals should be submitted to the SAO, along with the *Departmental and College Approval Form* and the *Travel Information Form* by May 1 or June 1, depending on whether a program is a winter break or summer program.

Course Syllabus Sample Format

A course syllabus is optional, but oftentimes very helpful in the proposal approval process, and later for students enrolling in the program. Below is a sample format used by program directors in the past.

Course Number and Title Course Syllabus

**Program Title
Program Director
Department**

Required Book(s): *(List any required or recommended books.)*

Report: *(Provide requirements for reports, papers, projects, etc.)*

The deadline for submission of report/project, etc. is *(date)*:

TENTATIVE DAILY SCHEDULE Sample Format

(See Sample Program Description for more complete Tentative Daily Schedule information)

The tentative daily schedule should include as much information as possible regarding dates/cities/countries to be visited, in addition to intended daily activities, lectures, site visits and excursions, including modes of transportation, etc. Below is an excerpt from the Media and Culture in Ireland tentative daily schedule. To see the entire tentative daily schedule for this program, please refer to the "Sample Program Description" section in this Handbook.

MEDIA AND CULTURE IN IRELAND TENTATIVE DAILY SCHEDULE Orientation Meeting: June 19, 7:00 p.m. Overseas Program: June 20 - July 16, 20__

Week 1

JUNE 19

- Introduction and Program Orientation
- Tour: Book of Kells and Trinity Long Room

JUNE 20

- Lecture: "Irish Political History,"
- Films: *Death on the Rock*, *The Butcher Boy*
- 7:45 Literary Pub Crawl: Duke Pub, Duke Street

JUNE 21

- Film: *The Dead*
- Lecture: "Irish Identity in Contemporary Fiction," Cheryl Malcolm (U of Gdansk)

JUNE 22

- Lecture: "*The Dead* as National Allegory," Luke Gibbons
- 6:00 IFC: The Making of The Dead

JUNE 23

- 10:00 Irish Film Centre Screenings: *Hush-a-Bye Baby*, *Korea*
- 2:30 Lecture: "Irish Film: Contemporary Representations," Martin McLoone (U of Ulster)

SAMPLE PROGRAM BUDGET

Below is a sample program budget. After the proposal is approved, the SAO will obtain written documentation from travel agents, hotels, lecturers, or other overseas vendors in order to determine budget expenses. Estimations cannot be used. The program and application materials will not be produced until a budget based on vendor quotations has been developed. All budgets must be developed and approved by the International Programs business manager and the assistant director (Anne Seitzinger) before a program cost is advertised.

**SAMPLE PROGRAM BUDGET
STUDY ABROAD PROGRAM 20__**

NUMBER OF STUDENTS:		6	8	10	12
DESCRIPTION	COSTS				
FACULTY AIRFARE	\$ 1,800.00	\$ 300.00	\$ 225.00	\$ 180.00	\$ 150.00
FACULTY TRANSPORTATION TO AND FROM AIRPORT	\$ 100.00	\$ 16.67	\$ 12.50	\$ 10.00	\$ 8.33
FACULTY SALARY	\$ 2,000.00	\$ 333.33	\$ 250.00	\$ 200.00	\$ 166.67
FACULTY PER DIEM \$32/day x 30 days	\$ 960.00	\$ 160.00	\$ 120.00	\$ 96.00	\$ 80.00
FACULTY HOUSING \$100/day x 32 days	\$ 3,200.00	\$ 533.33	\$ 400.00	\$ 320.00	\$ 266.67
FACULTY ITIC	\$ 75.00	\$ 12.50	\$ 9.38	\$ 7.50	\$ 6.25
CAR RENTAL & PARKING	\$ 1,200.00	\$ 200.00	\$ 150.00	\$ 120.00	\$ 100.00
TELEPHONE & INTERNET	\$ 100.00	\$ 16.67	\$ 12.50	\$ 10.00	\$ 8.33
GUEST LECTURERS (5 x \$200)	\$ 1,000.00	\$ 166.67	\$ 125.00	\$ 100.00	\$ 83.33
GUIDES (5 x 100)	\$ 500.00	\$ 83.33	\$ 62.50	\$ 50.00	\$ 41.67
ADMISSION FEES					
STUDENTS	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00
FACULTY	\$ 200.00	\$ 33.33	\$ 25.00	\$ 20.00	\$ 16.67
LOCAL TRANSPORTATION					
STUDENTS	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00
FACULTY	\$ 200.00	\$ 33.33	\$ 25.00	\$ 20.00	\$ 16.67
VENDOR ADMINISTRATIVE CHG					
STUDENTS	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00
FACULTY	\$ 100.00	\$ 16.67	\$ 12.50	\$ 10.00	\$ 8.33

Continue to next page please.

STUDENT HOUSING	\$ 2,250.00	\$ 2,250.00	\$2,250.00	\$ 2,250.00	\$ 2,250.00
ROOM & BREAKFAST					
\$75/day x 30 days					
STUDENT LUNCHES & DINNERS	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00
\$20/day x 30 days					
GROUP FAREWELL MEAL	\$ 550.00	\$ 91.67	\$ 68.75	\$ 55.00	\$ 45.83
PRINTED MATERIAL	\$ 200.00	\$ 33.33	\$ 25.00	\$ 20.00	\$ 16.67
VISA					
STUDENTS	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00
FACULTY	\$ 200.00	\$ 33.33	\$ 25.00	\$ 20.00	\$ 16.67
MISCELLANEOUS	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00
NIU STUDENT INSURANCE*	\$ 228.00	\$ 228.00	\$ 228.00	\$ 228.00	\$ 228.00
ADMINISTRATIVE CHARGE	\$ 270.00	\$ 270.00	\$ 270.00	\$ 270.00	\$ 270.00
NIU TECHNOLOGY FEE	\$ 125.00	\$ 125.00	\$ 125.00	\$ 125.00	\$ 125.00
NIU STUDENT RESOURCE FEE		\$ -	\$ -	\$ -	\$ -
CONTINGENCY CHARGE	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00
ISIC CARD	\$ 75.00	\$ 75.00	\$ 75.00	\$ 75.00	\$ 75.00
STUDY ABROAD FAIR	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00
LONELY PLANET BOOK	\$ 20.00	\$ 20.00	\$ 20.00	\$ 20.00	\$ 20.00
TOTAL COSTS		\$ 6,457.16	\$4,941.13	\$ 5,631.50	\$ 5,425.09
NIU ADVERTISED PROGRAM COST : \$					

*Insurance subject to change.



Northern Illinois University
Study Abroad Office

**DEPARTMENTAL AND COLLEGE PROPOSAL APPROVAL FOR 2013/2014
NIU ADMINISTERED STUDY ABROAD PROGRAMS**

PROGRAM DIRECTOR:

1. Please emphasize the areas of academic strength in the proposed program

2. Please clarify how the proposed venue facilitates and informs the academic subjects addressed in the program.

SAMPLE FORM

**NORTHERN ILLINOIS UNIVERSITY
DEPARTMENTAL AND COLLEGE APPROVAL FOR
NIU ADMINISTERED STUDY ABROAD PROGRAMS**

Program Date	Proposal Deadline
Winter Break Program (December/January)	May 1
Summer Program	JUNE 1 of the year BEFORE the summer program will take place.

1. To be completed by the FACULTY PROGRAM DIRECTOR submitting the proposal.

A. Proposal Submission Date: _____ May 15, _____

B. Program Title: _____ Media and Culture in Ireland _____

C. Program Dates: _____ June 22 - July 18, 20 _____

D. Program Director (s): _____ (Program Director(s) Name(s)) _____

E. Department: _____ Departments of Communication, English and History _____

F. Target size of group (minimum/maximum) _____

G. The following course(s) will be offered for credit as a part of this study abroad program:

COURSE(S)	TITLE(S)	CREDIT HOURS
COMS 454	Transnational Communication and Media	3 hours (UG)
COMS 496M	Special Topics in Media Studies	3 hours (UG)
COMS 554	Transnational Communication and Media	3 hours (GR)
COMS 649	Media and Culture in Ireland	3 hours (GR)
ENGL 363	Literature and Film	3 hours (UG)
ENGL 400	Literary Topics: Irish Film and Literature	3 hours (UG)
ENGL 691	Topics in Literature and Film: Irish Film and Literature	3 hours (GR)
ENGL 607	Topics in Literature: Irish Film Lit	3 hours (GR)

Northern Illinois University recognizes that directing a study abroad program places extraordinary and varied demands on a faculty member during both the preparatory portion, as well as the international portion of the program. I have read and understand the duties of an NIU study abroad program director as outlined in the *Faculty Handbook for NIU Administered/Faculty Directed Study Abroad Programs* and the *Faculty Training Handbook for NIU Administered/Faculty Directed Study Abroad Programs*. In light of this understanding, with my signature below I verify that I know of no academic, physical or other reason why I cannot successfully direct this study abroad program.

Faculty Program Director

Date

II. To be completed by the DEPARTMENT CHAIR, COLLEGE DEAN, and GRADUATE SCHOOL DEAN (if graduate credit is offered):

A. Faculty Salary

In accordance with the Division of International Programs' Faculty Salary Guidelines, stipends for NIU faculty for organizing and conducting an NIU Administered study abroad program are the responsibility of the sponsoring Department and/or College.

The Division of International Programs (IP) will pay up to \$2,000 of the stipend established by the sponsoring Department and/or College, generated through student program costs, if requested to do so by the academic department or college. Where the department and college are unable to share salary stipends, but do fully endorse the program, the Division of International Programs will provide up to a maximum salary stipend of \$2,500, to be generated through student program costs.

Please complete the appropriate sections below.

1. The program director's salary will be paid from departmental or college funds. (If no, please proceed to #2.) **YES NO**

We also request that IP provide a \$2,000 stipend toward the faculty salary. **YES NO**

2. Salary for this program director is not available from departmental or college funds, therefore, we request that IP provide a maximum salary stipend of \$2,500, to be generated through student program costs. **YES NO**

B. Administrative Approvals

(When approving programs, units should review whether there are enough likely participants to support all proposed programs.)

I certify that the program design and academic content are satisfactory, and that the qualifications and capacities of the proposed program director for the program have been reviewed and approved.

Department Chair(s)

Date

College Dean

Date

Graduate School Dean
(Applicable only if graduate credit is offered.)

Date

SAMPLE PROGRAM DESCRIPTION

The Study Abroad Office, with the assistance of the program director, will create a program description for the approved study abroad program. This program description will contain the following information.

- Specific and standard program information (see *Sample Program Description* for format)
- Tentative daily schedule
- Application for Participation in a NIU Administered/Faculty Directed Study Abroad Program
- Student Application Agreement
- Course Preference Form (list of courses offered as part of the program)
- Sample program flyers: 1) inquiry flyer; 2) informational meeting announcement

(See sample program description and flyers)

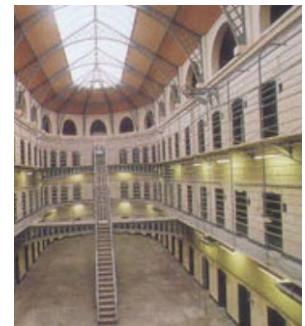
Media and Culture in Ireland

June 22 - July 18, 20__

PROGRAM DATES: The program will officially begin on Sunday evening, June 22, 20__ with an informal orientation in Dublin, and classes will end on Friday, July 18, 20__. Students will be responsible for making their own air travel arrangements in order to arrive in Dublin on Sunday, June 22, 20__.

PROGRAM OVERVIEW: This is the 22nd offering of this program. The program is coordinated by the NIU Study Abroad Office (SAO) in cooperation with the Northern Illinois University Departments of Communication and History. The program is in response to a growing interest among Americans in the Irish media scene which has produced such popular films as *My Left Foot*, *The Field*, *Michael Collins*, *The Crying Game*, *In the Name of the Father*, and *The Butcher Boy*, along with general interest in Irish culture and history as evidenced through Irish Studies Programs which are currently offered by many American colleges and universities.

Past programs have featured guest lectures from Professor Luke Gibbons, co-author of *Cinema and Ireland* (1989), author of *Transformations in Irish Culture* (1996), *Reinventing Ireland: Culture, Society and the Global Economy* (co-editor, 2002) and *The Quiet Man* (2002), as well as Professor Martin McLoone, author of *Inside Film: The Emergence of a Contemporary Cinema* (2001). Other lecturers may include notable Irish film and television directors who will present their media productions. Major Irish authors may also present readings from their work. Students in previous years have visited such local cultural and historical sites as the Abbey Theater, Glendalough Monastic site, Kilmainham Gaol, Trinity College's 'Long Room,' and attended the Galway Film Festival.



Kilmainham Gaol-Dublin

PROGRAM OBJECTIVES: Students will become sophisticated in issues of international culture via an immersion in Irish politics, history, literature, and media. Ireland's role in the European Union has attracted wide interest from those interested in the mechanics of social change. Ireland's literature has long been preeminent in Europe and America. The Irish film industry stands as a model for understanding media's role in those developments, and students will be introduced to leading scholars and practitioners in these areas.

PROGRAM DIRECTORS: **Jeffrey Chown**, Professor of Communication at Northern Illinois University, and former Fulbright Scholar-Lecturer at Dublin City University, will serve as co-director of the program. Professor Chown is the author of *Hollywood Auteur: Frances Coppola*, and has directed two award winning documentary films. Professor Chown is a recipient of the Presidential Teaching Award at Northern Illinois University (NIU) and was a Studs Terkel Humanitarian Service Award winner.



Jeffrey Chown, NIU

Laura Vazquez is a Professor in the Department of Communication and a Documentary filmmaker. Her documentary *On the edge* (2010) won the Best of Festival King Family Foundation Award at the BEA in 2011. She has produced several social issue documentaries including *My Own Four Walls*, winner of the 2007 NAEHCY Outstanding Media award. In 2007 she produced a documentary entitled *Mother Jones: America's Most Dangerous Woman* an Official Selection of the 2007 Independent Filmmaker's Festival and 1st Place, in the Documentary Division, Geneva Festival of the Arts (2007).



Laura Vazquez, NIU

Sean Farrell is Associate Professor of History at Northern Illinois University. Currently the President of the American Conference for Irish Studies, he is the author of *Rituals and Riots: Sectarian Violence and Political Culture in Ulster, 1784-1886* and co-editor (with Danine Farquharson and Michael de Nie) of two volumes of collected essays on modern Irish history and culture. He currently is writing *Christ Church and the Making of Sandy Row*, a book manuscript that examines the multifaceted roles played by evangelical religion in early Victorian Belfast.



Sean Farrell, NIU

IRELAND: The site of the program:

Ireland, an island in the British Isles, the westernmost and second largest of the group in the North Atlantic Ocean, is separated from Great Britain by Saint George's Channel on the southeast, the Irish Sea on the east, and the North Channel on the northeast. Politically, the island is divided into Northern Ireland, a constituent part of the United Kingdom (U.K.), and the Republic of Ireland, formerly Eire. The island is divided into four historical provinces—Connaught (Connacht), Leinster, Munster, and Ulster—and administrative units called counties. Ireland is famous for its contributions to world literature. Two great mythological



cycles in Gaelic—the Ulster (Red Branch) and the Fenian (Ossianic)—tell the stories of such legendary heroes as Cú Chulainn (Cuchulain), Madb (Maeve), Finn mac Cumhail (Finn MacCool), and Deirdre. After a long and bitter colonization by England, Ireland gave the world some of the greatest writers in the English language, including Samuel Beckett, James Joyce, and George Bernard Shaw. Associated with the struggle for independence in this century is the Irish literary revival, which produced the works of William Butler Yeats and Sean O'Casey. James Joyce was a formative influence on the modernist movement in 20th-century European literature. Interest in the theater is strong in Ireland. The famed Abbey Theatre and the Gate Theatre, both in Dublin, receive government grants. The Arts Council, a body appointed by the prime minister, gives grants to arts organizations and publishers; the Gael-Linn promotes the Irish language and culture. Participants attend a number of plays at the national theatres as part of the course each summer.

Ireland is famous for its contributions to world literature. Two great mythological cycles in Gaelic—the Ulster (Red Branch) and the Fenian (Ossianic)—tell the stories of such legendary heroes as Cú Chulainn (Cuchulain), Madb (Maeve), Finn mac Cumhail (Finn MacCool), and Deirdre. After a long and bitter colonization by England, Ireland gave the world some of the greatest writers in the English language, including Samuel Beckett, James Joyce, and George Bernard Shaw. Associated with the struggle for independence in this century is the Irish literary revival, which produced the works of William Butler Yeats and Sean O'Casey.

James Joyce was a formative influence on the modernist movement in 20th-century European literature. Interest in the theater is strong in Ireland. The famed Abbey Theatre and the Gate Theatre, both in Dublin, receive government grants. Last year's students saw "Big Maggie" by John Keane at the Abbey. The Arts Council, a body appointed by the prime minister, gives grants to arts organizations and publishers; the Gael-Linn promotes the Irish language and culture.

Dublin is a city in the process of rapid change, growing multiculturalism, and greater affluence. It contains several notable suburbs, including Rathmines and Rathgar, where the homes of many wealthy businesspeople of Dublin are located, and Glasnevin, where Joseph Addison, Jonathan Swift, Richard Brinsley Sheridan, and other well-known personalities once resided. In the cemetery of Glasnevin lie the remains of the Irish patriots Daniel O'Connell and John Philpot Curran. Glasnevin is located in the northern part of Dublin near Dublin City University and is where many of the host families are located.

Trinity College: Morning class meetings will be held on the Trinity College campus. The Trinity College classroom will be the convenient staging area for a number of excursions into both the city of Dublin, as well as the surrounding countryside. On Fridays the group normally visits the Irish Film Institute (IFI). The Irish Film Institute is located in Temple Bar in downtown Dublin. Its mission is to preserve, present and promote film culture in Ireland.



The Campanile, Trinity College

Located in the bustling heart of Dublin city, Trinity College is one of the oldest and prestigious universities in the British Isles. Founded by Elizabeth I, Queen of England, in 1592, Trinity literally has been at the center of many of the key developments and events of modern Irish history. For much of this history, it has been seen as the university of the Anglo-Irish ascendancy, Irish Protestant elite families descended from sixteenth- and seventeenth-century English settlers. While its graduates have played key roles in virtually every facet of Irish cultural life, Trinity has had a particularly rich association with Irish literature and politics. This is particularly true of the eighteenth century, when Irish Protestant writers like Jonathan Swift, George Berkeley, Edmund Burke and Oliver Goldsmith as well political leaders like Henry Grattan and Theobald Wolfe Tone took degrees at Trinity.

While the Act of Union of 1800-1801 meant that Dublin lost much of its hallowed place at the center of Irish political and cultural life to London, Trinity retained much of its vitality and importance; figures as diverse as Bram Stoker (the creator of *Dracula*), playwright John Millington Synge and Douglas Hyde (the first President of the Irish Republic) all went there and William Butler Yeats received an honorary degree from the university. Although it retained its association with Irish Protestantism well into the twentieth century, Trinity College has adapted to the rapidly changing landscape of the modern world, becoming not only a university for all Irish people (the beautiful Old Library houses the famous Book of Kells, a magnificent illustrated manuscript from the eighth century) but a world-class institution that attracts students from across the globe. Trinity College Dublin is thus the perfect place to be for students interested in immersing themselves in all things Irish; an historic institution that lies at the heart of contemporary Ireland.

ACADEMIC CREDIT: For satisfactory participation in the program, participants will receive *six* semester hours of undergraduate or graduate credit in two of the following Communications or English courses. The courses taken while participating in this program *cannot* be audited.

HONORS CREDIT: Qualified students may also elect to receive Honors credit for any study abroad course(s) with the approval of the NIU faculty or instructor responsible for the course. For more information please contact the University Honors Office.

UNDERGRADUATE CREDIT - (Choose one of the two options listed)	
COMMUNICATION COURSES	6 semester hours
<p><i>COMS 454 Transnational Communication and Media</i> Description: Study of the development, structure, functions, and control of international communications media systems and activities as they affect world relations.</p> <p style="text-align: center;">and</p> <p><i>COMS 496M Special Topics in Media Studies - Cinema and Nationalism</i> May be repeated to a maximum of 6 semester hours when topic varies.</p>	

- OR -	
ENGLISH COURSES	6 semester hours
<p><i>ENGL 363 Literature and Film</i> Description: The relationship between film and literature, with specific attention to the aesthetic impact of narrative, drama, and poetry on film and to the significance in film of romanticism, realism, and expressionism as literary modes. The nature and history of the adaptation of literary works to film.</p> <p style="text-align: center;">and</p> <p><i>ENGL 400 Literary Topics - Irish Film and Literature</i> Description: The relationship among the themes, styles, cultural traditions and influences of modern Irish writing and filmmaking.</p>	

GRADUATE CREDIT - (Choose one of the two options listed)	
COMMUNICATION COURSES	6 semester hours
<p><i>COMS 554: Transnational Communication and Media</i> Description: Study of the development, structure, functions, and control of international communications media systems and activities as they affect world relations.</p> <p style="text-align: center;">and</p> <p><i>COMS 649: Media and Culture in Ireland</i> Description: Survey of Irish film and television against the historical, political, and cultural traditions of Ireland. Will examine the development of Irish media as it has developed in competition with Hollywood and British representations of Ireland.</p>	
- OR -	
ENGLISH COURSES	6 semester hours
<p><i>ENGL 590: Literature and Film</i> Description: The relationship between literature and film as narrative forms. The significance of literary modes such as romanticism and realism for film content and structure. Analysis of the adaptation of literary works to the medium of film.</p> <p style="text-align: center;">and</p> <p><i>ENGL 591: Topics in Literature and Film : Irish Film and Literature</i> Description: Topics in film theory, history, and criticism, such as authorship, narrativity, adaptation, and popular genres, that have interdisciplinary value for English studies. May be repeated to a maximum of 6 semester hours when topic varies.</p>	

ACADEMIC EXPECTATIONS: Students will generally spend three hours in the morning attending lectures by various Irish scholars and experts in the area. In the afternoon, students usually spend about four hours per day viewing films at the Irish Film Centre or on excursions to places of cultural and historical interest in the Dublin area. Students are free to travel where they wish on the weekend. Past students have organized trips to Galway, Cork, Belfast, and Donegal during the weekends. One weekend will be devoted to the Galway Film Festival. Bus transportation and overnight accommodations are provided. Students will be expected to write academic journals for course credit. Graduate students will write a formal paper upon return to the U.S. This paper will be due by no later than August 5, 20___. Applicants must participate in the *entire* program and satisfy NIU undergraduate or graduate admission and course requirements.

NIU ADMISSION AND APPLICATION REQUIREMENTS: The program is open to individuals who have an interest in the areas of communication, film, literature, and media studies. Currently enrolled students must meet NIU Graduate School and College of Liberal Arts and Sciences GPA requirements. NIU Students on academic probation during the semester prior to the program are not eligible for participation.

For undergraduate students to be admitted to the program, an applicant's official transcript must be on file in the Study Abroad Office. Students who are currently enrolled at NIU, or who have previously enrolled at NIU, do not need to request an official transcript; the Study Abroad Office will make this request on behalf of the applicant. Students who want to participate in the program and earn academic credit from NIU who have not previously enrolled at NIU, or who are not currently enrolled at NIU, should ask the registrar at their home institution to forward an official transcript as soon as possible to the Study Abroad Office. (Student-issued and photocopied transcripts are not acceptable.) Questions relating to the admission requirements or transcripts should be directed to the NIU Study Abroad Office.

Students who desire to obtain graduate credit must either be admitted to a graduate program within the NIU Graduate School, or be admitted to the status of a "student-at-large" (SAL) within NIU's Graduate School. For students to be admitted to the program for graduate credit, the applicant's official transcript must be on file in the NIU SAO. Students who are currently enrolled at NIU, or who have previously enrolled at NIU, do not need to request an official transcript. However, students who will participate in the program in order to earn academic credit as an SAL (students who have not currently enrolled nor previously enrolled at NIU) must provide a transcript from the baccalaureate institution and from any institution at which graduate credit has been earned. This document must be provided to the SAO before a student can be admitted as an SAL to the program. (Student issued and photocopied transcripts are not acceptable.)

NIU Students cannot have any encumbrances against their records. Any encumbrances placed on a student's records by NIU (i.e., the Graduate School, Undergraduate Admissions, Bursar's Office,

Accounts Receivable, Registration and Records, Health Services, Parking Services, etc.) must be cleared before a student is granted admission to a study abroad program.

Northern Illinois University recognizes that directing a study abroad program places extraordinary and varied demands on a faculty member during both the preparatory portion, as well as the international portion of the program. I have read and understand the duties of an NIU study abroad program director as outlined in the *Faculty Handbook for NIU Administered/Faculty Directed Study Abroad Programs* and the *Faculty Training Handbook for NIU Administered/Faculty Directed Study Abroad Programs*. In light of this understanding, with my signature below I verify that I know of no academic, physical or other reason why I cannot successfully direct this study abroad program.

FINAL DATE FOR APPLYING FOR ADMISSION TO THE PROGRAM: May 1, 20__.

TRANSATLANTIC TRANSPORTATION: Individuals will be responsible for making their own travel arrangements between the U.S. and Dublin and for purchasing their own tickets from a travel agent or airline of their choice. (Travel insurance is recommended.) Participants should keep in mind that in order to arrive in Dublin in time for the official beginning of the program (June 22), they should plan to depart the U.S. no later than June 21.

HOUSING AND MEALS: Students will stay in four and five single bedroom apartments with shared living, kitchen and bathrooms at Trinity College during the period Sunday, June 16 through the night of Friday, July 12, 2013. This plan includes lunch Monday through Friday.

LAND TRANSPORTATION: Program-related transportation is provided as part of the NIU program cost.

FIELD TRIPS: Students will travel by private coach during field trips. Most admission fees required for entry into the various studios and cultural/historical sites to be visited as part of the final daily schedule of activities will be paid as part of the NIU program cost. (See Sample Itinerary for information on sites visited in previous years' programs.)

PASSPORT: --IMPORTANT-- All participants are required to possess a valid passport by May 1, 20__. *Important Note: U.S. passports must be valid SIX months beyond the intended stay overseas.* Individuals who do not currently possess a valid passport should apply for one immediately upon acceptance into the program. (Applicants applying after May 1, 20__ may need to request expedited services or apply in person at the Chicago Passport Agency. If applicants are not within the Chicago area, they must apply at the nearest passport agency.) Information on acquiring a U.S. passport is available at the U.S. State Department's website: http://travel.state.gov/passport_services.html.

VISA: A visa is not required for tourist or business stays of up to three months.

INTERNATIONAL STUDENT I.D. CARD: These cards are provided as part of the program cost. The International Student I.D. card can, among other things, provide discounts on Dublin City bus passes and rail passes for excursions in Ireland and other countries, in addition to international airfare. Students will receive an application and instructions for obtaining this card when accepted into the program.



The International Student Identity Card also includes a limited health and accident insurance policy which is only valid outside the U.S. Students will have to pay bills at the time of treatment and will be reimbursed later. *Students should, however, have a more comprehensive insurance plan to supplement the ID insurance.*

NIU PROGRAM COST: The program cost pays for the following cost related services:

- 1) Housing during the dates of the program.
- 2) Most admission fees required during program related field trips.
- 3) Program-related admission fees and land transportation.
- 4) International Student Identification Card.
- 5) NIU tuition for 6 semester hours of undergraduate or graduate credit.
- 6) NIU major medical insurance.

PROGRAM COST: \$5,200

***Price subject to change pending currency exchange fluctuations.**

All prices quoted are subject to change. The information contained in the program documents and forms are presented in good faith and is believed to be correct as of the date presented. Northern Illinois University reserves the right to amend, modify, revise, or delete any information appearing in these documents, including but not limited to the cost of the program.

Non-NIU students should consult with their home institutions regarding additional costs that may apply to study abroad. Non-NIU students are responsible for any study abroad charges imposed by their home institution.

ADDITIONAL COST TO PARTICIPANTS:

- Cost of acquiring an American passport (approximately \$135)
- Roundtrip airfare between the U.S. and Dublin
- Breakfast and dinner
- \$40 Undergraduate application fee (**Non-NIU** undergraduate students only)
- Entrance fees and transportation for free-time pursuits
- Purchases of a personal nature
- Independent travel

NIU UNDERGRADUATE APPLICATION FEE: (Applies to Non-NIU students only): There is a \$40 non-refundable Undergraduate Application fee for students applying to NIU for the first time. If you are currently enrolled at NIU as a degree-seeking undergraduate student, you are not required to submit this payment.

If you are applying to NIU for the first time you will be provided with a link in your acceptance packet that will guide you to the online NIU Undergraduate Application. In the online application you will be asked to pay the \$40 application fee by credit card or check.

FINANCIAL AID: As a participant in a study abroad program through NIU, you *may* be eligible for: Pell Grant, SEOG, Perkins Loan, PLUS Loan, Subsidized or Unsubsidized Stafford Loan, MAP Award or your privately awarded scholarship with consent of awarding organization. Tuition waivers do not apply. Please contact Pamela Rosenberg, International Programs Business Administrative Assistant, in Williston Hall 417, (815) 753-9530, prosenberg@niu.edu for more information.

WITHDRAWAL FROM THE PROGRAM: Applicants withdrawing from the program after April 1, 20__ will not be refunded the \$100 program deposit.

Applicants withdrawing from the program after this date will also be held accountable for any funds obligated or paid to overseas vendors and agents on the applicant's behalf. This provision is in effect even if the applicant has not submitted the \$100 deposit or additional payments, and if the applicant is applying for financial aid.

If the applicant must withdraw after April 1, 20__ for medical reasons, funds obligated on their behalf to overseas vendors can only be refunded if:

- 3) The request is submitted to the Study Abroad Office in writing and accompanied by a signed statement stating that travel is not advised from a physician on the physician's letterhead; **and**
- 4) NIU is able to obtain refunds from overseas vendors and agents.

CANCELLATION OF THE PROGRAM: The Study Abroad Office reserves the right to cancel this program if the minimum required enrollment is not attained. If, prior to the commencement of the program, a U.S. State Department Travel Warning is issued for Ireland, all applicants will be notified promptly of the warning and the possibility of cancellation of the program. If, during the course of the program, a U.S. State Department Travel Warning is issued for Ireland, students will be promptly notified of the warning and the advisability of canceling the program.