TRAVEL STUDY PROGRAM PROPOSAL

PROPOSALS

Berkeley Summer Sessions welcomes proposals for Travel Study programs from individual instructors or department chairs. Acceptance of proposals by Berkeley Summer Sessions Travel Study Programs depends on multiple factors:

» Academic Content of the Proposed Program
» Marketability of the Proposed Program
» Location of the Proposed Program
» Expense & Revenue Projections

» Quality of the Proposed Program
» Faculty Participation
» Availability of Suitable Accommodations

PROPOSING A PROGRAM

Please complete and submit the attached Summer Sessions Travel Study Program Proposal Form and Budget Worksheet with the following:

1. A Brief Program Description
   I Course Description (100-200 words)
   II Program & Course Objectives with Specific Reference to Proposed Location
   III Prerequisites, Restrictions, or Limits
   IV Teaching Methods

2. A Syllabus for Each Course Proposed

3. A Draft Itinerary

4. A One-Paragraph Bio of Proposed Instructor

5. A Proposed Budget (Please use the Budget Worksheet provided.)

ATTACHED

1. Summer Sessions Travel Study Program Proposal Form
2. Budget Worksheet

Submit the signed proposal & supplemental documents by October 1, 2010 to Tracy Weber, Manager of Programs
Summer Sessions (Campus Mail Code #1080) 1995 University Avenue Suite 110, Berkeley, CA 94704
Fax: (510)642-2877    |    E-mail: tweber@berkeley.edu
**SUMMER SESSIONS TRAVEL STUDY PROGRAM**

**PROPOSAL FORM – SUMMER 2011**

<table>
<thead>
<tr>
<th>NAME OF PROPOSING INSTRUCTOR</th>
<th>CAMPUS PHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAMPUS ADDRESS</td>
<td>E-MAIL ADDRESS</td>
</tr>
<tr>
<td>TITLE</td>
<td>DEPARTMENT</td>
</tr>
</tbody>
</table>

**PROGRAM TITLE**

Has this program been offered through Berkeley Summer Sessions before? **Yes** **No** If yes, when? __________

**PROPOSED PROGRAM DATES**

<table>
<thead>
<tr>
<th>Date students arrive in country:</th>
<th>Date students depart:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of first meeting/class in country:</td>
<td>Date course ends:</td>
</tr>
</tbody>
</table>

*Note: The program must be a minimum of 5 weeks.*

Does this program have an on-campus component? **Yes** **No** If yes, what are the dates? ______________________

**PROGRAM COURSES** (Note: The program must be a minimum of 6 units.)

<table>
<thead>
<tr>
<th>Name &amp; Number</th>
<th>Required or Optional?</th>
<th>Number of Units</th>
<th>Language of Instruction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course 1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course 2</td>
<td></td>
<td></td>
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<td>Course 3</td>
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<tr>
<td>Course 4</td>
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</tbody>
</table>

Does this course have COCI approval in a Travel Study format? **Yes** **No**

If not, please indicate the date submitted to the Office of the Registrar (OR). ______________________

*Note: It is the proposing instructor’s responsibility to obtain COCI approval for all Travel Study program courses offered. All courses must have approval by December 10, 2010.*

**EXPECTED ENROLLMENT**

This program may be taken for: **Undergraduate Credit Only** **Undergraduate or Graduate Credit**

Is a language placement test required? **Yes** **No**

If yes, the placement test is taken: **Before applying** **After admittance and prior to departure** **After arrival on-site**

**PLEASE ATTACH:**

- A Brief Program Description
- A Draft Itinerary
- A Syllabus for Each Course Proposed
- A One-Paragraph Bio of Proposed Instructor
- A Proposed Budget (please see the attached guidelines)

**SIGNATURES**

Note: Signatures are required prior to Summer Sessions review.

<table>
<thead>
<tr>
<th>Proposing Instructor</th>
<th>Date</th>
<th>Print Name</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Department Chair (or Dean, if Proposer is Department Chair)</th>
<th>Date</th>
<th>Print Name</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Department Chair/Dean Address (to send official paperwork)</th>
<th>Department Chair/Dean Phone</th>
</tr>
</thead>
</table>

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Summer Sessions (Campus Mail Code #1080) 1995 University Avenue Suite 110, Berkeley, CA 94704
Fax: (510)642-2877 | E-mail: tweber@berkeley.edu
The categories below are typical, and are listed here for your reference. Each Travel Study program is unique, and has different expense categories. Please provide figures for the categories relevant to your proposed program, and omit and/or add categories as applicable.

<table>
<thead>
<tr>
<th>TYPES OF COSTS</th>
<th>DESCRIPTION OF EXPENSES / ACTIVITIES</th>
<th>Cost</th>
</tr>
</thead>
</table>
| Berkeley Instructor / Staff Costs | • Number of Program Assistants, if any:  
  • Cost of Airfare  
    - Per Person Cost  
    - Total Cost  
  • Cost of Non-Air Travel  
    - In U.S. (transportation to/from airport) – Per Person Cost  
    - Foreign (taxi, bus, train, etc.) – Per Person Cost  
  • Lodging for Program Director  
    - Per Night, Per Person Cost  
    - Name and Address of Lodging:  
    - Total Number of Nights:  
  • Lodging for Program Assistant(s), if any  
    - Per Night, Per Person Cost  
    - Name and Address of Lodging:  
    - Total Number of Nights: |      |
| Other Fixed Costs   | • Course Materials / Photocopies / Supplies  
  • Phone (mobile phone, phone cards, etc.)  
  • Classroom / Facilities Rental  
    - Location of the Classroom / Facilities:  
  • Guest Speakers  
    - Number of Guest Speakers:  
    - Cost Per Guest Speaker  
  • Group Transportation for Excursions (bus rental, etc.)  
    - Per Excursion Cost  
    - Total Number of Excursions: | $    |
| Per Student Costs   | • Student Lodging  
    - Per Night, Per Student Cost  
    - Name and Address of Student Lodging:  
    - Room Configuration (Single/Double/Triple)  
  • Student Meals  
    - Any Meals Included in the Lodging:  
    - Number of Meals Arranged (Breakfast, Lunch and Dinner):  
    - Per Meal, Per Person Cost  
  • Transportation in Country (train tickets, subway pass, etc.) | $    |
|                     | • Admission Fees  
  - Per Event, Per Student Cost  
  - Total Number of Events: | $    |