

**Call for SPPA Graduate-Level Study Abroad Proposals Fall 2019, Winter 2020 & Spring 2020**

Dear SPPA community,

SPPA is committed to offering study abroad opportunities for our graduate students, and **we encourage you to consider submitting a proposal**. The SPPA graduate-level study abroad programs are embedded in Fall or Spring semester courses or are offered during Winter session.

If you would like to propose a SPPA graduate study abroad program, send a **Brief SPPA Program Outline** (1 page max.) to the Chair of the SPPA International Committee (Tibor Tóth, [tibi@udel.edu](mailto:tibi@udel.edu)). The due dates for the outline and the questions to address are listed below. The committee will review all submitted outlines, confirm that the number of programs is sustainable and enrollment targets can be met, then provide recommendations. The SPPA Director will select the final program(s), at which point instructors can proceed with submitting a **Complete IGS Proposal**.

To be consistent with UD policy, and uphold the highest standards for safety and accounting practices, our programs are managed by UD’s Institute for Global Studies only. IGS will help to coordinate the programs, manage applications/budgets, pay bills and verify expense reconciliation.

SPPA’s graduate-level study abroad programs will follow this structure:

- **Fall or Spring** – embedded (semester course, 7-10 days travel preferably during Spring Break or Thanksgiving Break, 3 cr.); Fall/Spring travel is a required component in a Fall/Spring graduate course
- **Winter Session** – traditional (5 week course, 5 weeks travel, 6cr.), micromester (3 week course, 3 weeks travel, 3cr.), embedded (5 week course, 7-10 days travel, 3cr.); Winter travel is tied to a Winter graduate course
- Program completion – all course work and the international travel takes place during one semester only
- Course hours – course must meet required minimum contact hours, with a combination of the study abroad and pre/post classes
- Graduate students only – minimum of 8 students (or more, as determined by the budget) are required for the program to take place
- Open to all UD graduate students – SPPA Graduate Study Abroad Programs are open to all UD graduate students
- **Instructor Program Costs** (housing, airfare, meals etc.) – built into the Student Program Fee or covered by collaborating institution, not by the Institute of Global Studies; only 1 faculty director will be covered by the Student Program Fee (additional instructor or TA would be self-funded or funded by a center, College or outside source)
- **Instructor Course Salary** – may be on-load or over-load, negotiated with SPPA Director
- **Instructor Admin Salary** – negotiated with SPPA Director
- **Student Program Fee** (Student Program Costs + Instructor Program Costs) – paid by the student, billed to UD student account
- **Student Tuition** – paid by: a) student and/or b) student’s regular graduate scholarship (coordinate with SPPA’s Nicole Quinn re: Winter programs)
- **Student Airfare Costs** – Non-SPPA students: paid by the student; SPPA graduate students: partial scholarships from SPPA will cover airfare for SPPA graduate students only (awarded directly to graduate students, not through the Institute of Global Studies)

SPPA’s graduate-level study abroad programs will follow this timeframe:

	Fall 2019 Programs	Winter 2020 Programs	Spring 2020 Programs
Call for SPPA Graduate Study Abroad Programs issued	Apr. 30, 2018	Apr. 30, 2018	Dec. 1, 2018
<b>Brief SPPA Program Outline</b> due to SPPA International Committee	Aug. 15, 2018	Aug. 15, 2018	Feb. 15, 2019
<b>Complete IGS Proposal</b> due to IGS (routed to SPPA Director)	Oct. 1, 2018	Dec. 1, 2018	Apr. 1, 2019
Student applications due (through IGS portal)	Apr. 20, 2019	Apr. 20, 2019	Nov. 20, 2019
Student program deposit due	Approx. May 10, 2019	Approx. May 10, 2019	Approx. Dec. 10, 2019
Vendor invoices sent to IGS for payment	Jun.-Aug., 2019	Jun.-Aug., 2019	Dec. 2019 - Jan. 2020
Student balance of Program Fee and Tuition due	Aug. 1, 2019	Jan. 1, 2020	Feb. 1, 2020
Expense reconciliation due	Within 30 days of return		

**Brief SPPA Program Outline** questions:

- 1) Where will the program be located, and when will it be held?
- 2) Do you have expertise or academic contacts in the location (if yes, please explain)?
- 3) What SPPA and non SPPA grad programs will you be targeting for recruitment?
- 4) What course will be taught (and how does it connect to the location)?
- 5) What is the estimated per student program cost for: housing, meals, excursions, local transportation etc.? What is the estimated airfare? Do you foresee any other major expenses (classroom rental, honoraria, and supplies) for this program?

For information on the **Complete IGS Proposal** plan on attending the training offered by UD’s IGS at the beginning of the Fall semester. Also, for detailed information on IGS study abroad visit: <http://www1.udel.edu/global/studyabroad/information/gettingstarted.html> .