

# Study Abroad

## *Submitting a Proposal*

*Study Abroad Committee*





# Overview

*The presentation will provide an in-depth overview of the Study Abroad Program processes.*

## Key Stages in the Process

- **Planning** – Research and develop course content, identify excursions, and budget forecast
- **Proposal** – Prepare and submit the travel proposal
- **Marketing** – Promote the course to students
- **Implementation** – Lead the international experience

# The Process

Travel Seminar  
Course Selection

Study Abroad  
Proposal Packet

Travel Seminar  
Forms

Study Abroad  
Committee

Procurement  
Vendor Selection

OCC Board  
Approval

Marketing

Implementation

*The Travel Seminar proposal process follows a **structured timeline** to ensure thorough planning, coordination, and approval for a Faculty Leader. All proposals should be completed **eighteen months before the planned departure date.***

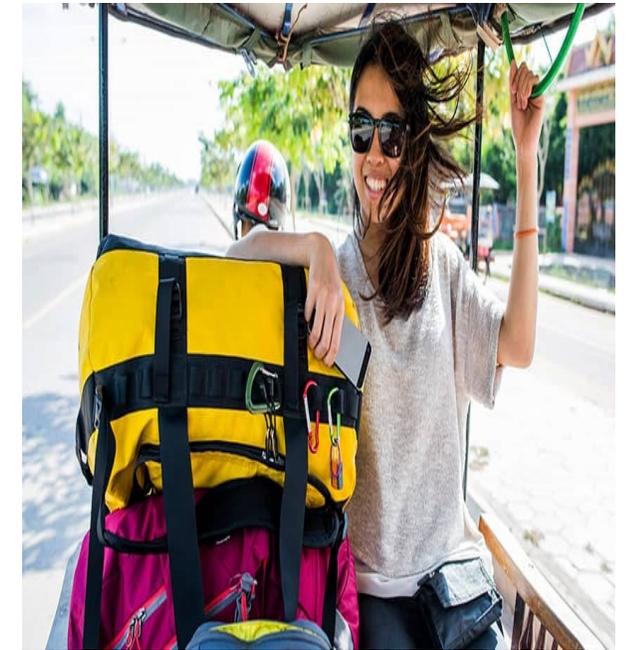
- **Spring Break travel:** September 1 (18 months before travel)
- **Summer Term travel:** November 1 (18 months before travel)

*Example: For March 16, 2028 travel → Proposal due September 1, 2026*

# Faculty Leader: Key Expectations

*A position that combines teaching with planning, coordination, and leading an immersive international experience for our students.*

- Follow handbook standards to ensure academic quality
- Submit a proposal to the Study Abroad Committee for review
- Ensure course pays Study Abroad costs
- Keep expenses to a minimal without reducing academic rigor
- Market and promote course
- Recruit a minimum 15 participants
- Approved teaching assignment by Dean for load or overload



***All Study Abroad expenses are covered for the Faculty Leaders.***



# Travel Seminar Course Outline

## Approved Courses

- ANTH 240: Cultural Studies
- HIST 240: Studies in Humanities
- SCIE 129: Global Science

## Travel Seminar Courses

- Provide credit-bearing international academic experiences
- Must follow official course descriptions and objectives

*Full course details available in the OCC Catalog*

# Proposal

# Study Abroad Proposal Documents



## **Study Abroad Proposal Packet**

- Syllabus
- Estimated Budget and Travel Itinerary
- Marketing Plan

## **Travel Seminar Proposal & Procurement Forms**

- Faculty Leaders Contact Information
- Academic School
- Destination Information
- Course Title and Code
- Estimated number of Participants

# Travel Seminar Proposal Forms

*Provides a detailed overview of the proposed Study Abroad trip.*



## **Travel Seminar Proposal & Procurement Forms (continued)**

- Participation Information
- Travel Abroad Information
- Flight Information
- Accommodation Information
- Ground Transportation
- Meals & Catering
- Special Requests

**Study Abroad  
Committee  
Review**

COMMITTEE



# Purchasing Department

*The Purchasing Department is responsible for vendor negotiations and securing quotes on behalf of the Faculty Leader.*

- Faculty Leader reviews vendors proposal
- Purchasing submits the *Study Abroad Packet* to Board of Trustees for approval
- AA Coordinator of the designated school initiates PO and course registration



*The College reserves the right to cancel a Travel Seminar course for any of the following reasons:*

- Low enrollment
- Transportation issues
- Other extenuating circumstances



**Marketing**

# Marketing & Promotion

*College Relations supports faculty with flyers, digital outreach, website updates, email campaigns, events, and displays.*

- Faculty will submit an *Intake Request Form* (via Faculty & Staff Portal)
- All marketing material communications go through the Intake System for review and approvals
- Allow minimum 4 weeks for production and delivery

# Student Requirements

Participation in the *Study Abroad Program* requires **students** to meet specific requirements.

# Student Requirements



- **GPA:** Minimum 2.0 cumulative GPA
- **Conduct:** Must be in good standing and signed off by Student Affairs
- **Orientation:** Mandatory participation in pre-departure session led by Faculty Leaders
  - Covers academics, travel prep, and expectations

# Student Requirements



## U.S. Embassy Registration

- All participants must register in the **Smart Traveler Enrollment Program (STEP)**
  - Free service for emergency contact and support abroad

## Passport

- Students must submit valid passport

# Student Documentation



## Study Abroad Application Form

- Student Contact Information
- Release and Indemnification
- Voluntary Disclosure of Medical Information
- Voluntary Assumption of Risk and Release of Liability for International Travel
- Photo Consent and Release

*Dynamic Forms are used for a digital workflow process.*

# Student Scholarships

OCC Foundation offers student support for up to 50% of the total cost of a Travel Seminar Course.



# Implementation

# Preparation for Travel



- Pre-departure Student Orientation
- Review and verify all forms are completed accurately
- Submit Cash Advance
- Confirm transportation to and from the airport
- Submit final roster to vendor
- Student Survey

# Faculty Resources



- Study Abroad Faculty Handbook
- Self-Pace Virtual Training
- Study Abroad Committee Members
- Study Abroad Website
- OCC Foundation



# Thank you.

For additional information about the Study Abroad Program you can contact the Study Abroad Chair, Vivian Lynn at (732) 255-0400 Ext. 2945 or email [vlynn@ocean.edu](mailto:vlynn@ocean.edu).