

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**.*

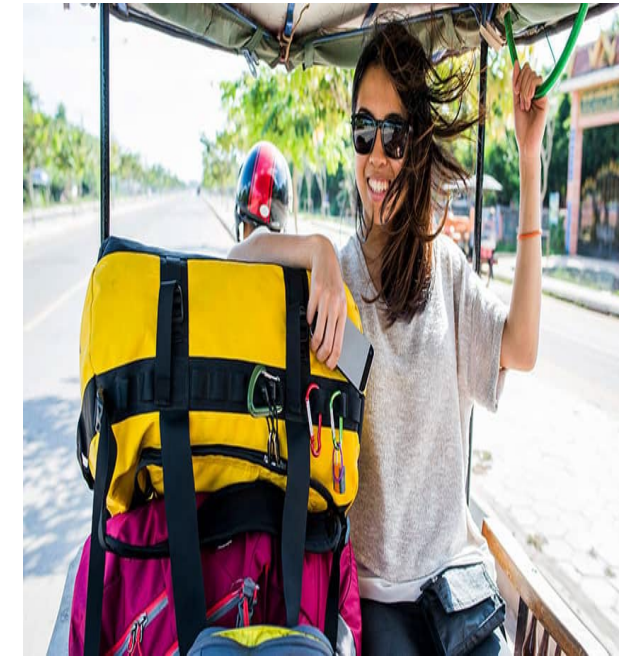
- **Spring Break travel:** September 1 (18 months before travel)
- **Summer Term travel:** November 1 (18 months before travel)

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 SCIE 129: Global Science
- HUMN 252 Travel Seminar: Study in Humanities

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



Student Forms

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

Dynamic Forms are used for a digital workflow process.

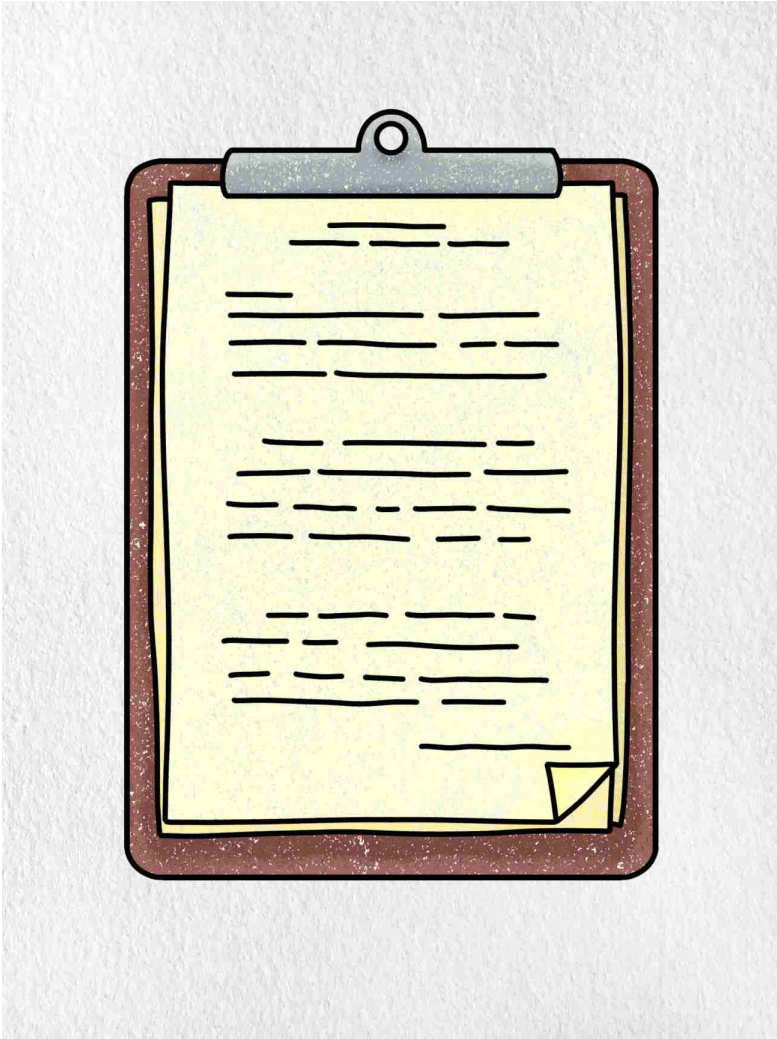
Student Scholarships

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.