

FAYETTEVILLE STATE UNIVERSITY

SUMMER SCHOOL ADMINISTRATIVE GUIDE



Office of Continuing Education and Summer School

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PREFACE

A report from the National Center for Educational Statistics (1999) found that students who attended one or more summer terms were 15% more likely to complete a four year degree than students who did not. With increased attention to retention and graduation rates, Summer School at Fayetteville State University takes on a critically important roll.

Beginning in summer 2011, the variety of educational options and opportunities were expanded at Fayetteville State University to include one 12-day intersession period, two four-week sessions, and one eight-week session.

Summer School welcomes continuing, transfer, and visiting undergraduate and graduate students. Courses are offered for students desiring to make progress toward fulfilling degree requirements, as remediation and as enrichment or exploration. All courses are equivalent to those offered during regular semesters and are presented according to policies and guidelines of Fayetteville State University and the University of North Carolina.

The overall operation of Summer School is administered by the Provost and Vice Chancellor for Academic Affairs with the Schools/Colleges and their respective departments having principal responsibility for credit programs within their regular-year jurisdiction. The offices that provide faculty and student assistance during the regular year provide those same services during the summer.

The Administrative Guide is designed to delineate the procedures that faculty and staff use in the administration of their activities and programs. The information contained in this publication is intended to contribute to the effective operation of the Summer School program for the benefit of all enrolled students.

U.S. Department of Education, National Center for Education Statistics. (1999). *Credit production and progress toward the Bachelor's degree: An analysis of postsecondary transcripts for beginning students at 4-year institutions* (NCES 1999-057). Washington DC.

PHILOSOPHY

The Summer School program at Fayetteville State University is committed to supporting students' pursuit of academic success. With the efforts of all instructional units, Summer School students will attain excellence in scholarship, acquire skills in the various disciplines, develop student leadership, and contribute to the good of society.

The Office of Continuing Education and Summer School provides the leadership for effective operation of a comprehensive academic program supporting the needs of:

Undergraduate and graduate students meeting degree requirements

Transfer students seeking to get a head start on their four-year degree

Visiting undergraduate and graduate students taking courses to transfer to their home institutions

Accomplished rising high school seniors getting a jump start on college by taking courses that can be used for transfer credit

Administrators and teachers meeting state certification requirements

Other students desiring courses for personal development or special needs

Admitted FSU freshmen participating in the CHEER program

ADMINISTRATION

The Fayetteville State University Summer School Program is administered by Academic Affairs. The Director of Continuing Education and Summer School administers the University's Summer School Program under the direction of the Provost and Vice Chancellor for Academic Affairs.

Administrative, academic support and instructional (academic) units make up the organization of Summer School. Each unit provides coordination, guidance, and support for the effective and smooth operation of the Summer School Program.

ORGANIZATION

The organization of Summer School is separated into three distinct units: administrative, instructional and academic support:

Administrative

Provost and Vice Chancellor for Academic Affairs
Director of Continuing Education and Summer School

Instructional

Dean, College of Arts and Sciences
Dean, School of Business and Economics
Dean, School of Education
Dean, University College
Department Chairs

Academic Support Units

Office of Admissions
Office of the Vice Chancellor for Business and Finance
Library Services
University Registrar
University College

The Deans of the College of Arts and Sciences, the School of Business and Economics and the School of Education have the responsibility for the administration of their respective academic departments. Each Dean is responsible for the implementation and evaluation of instruction, the instructional processes, the management of personnel and resources (to include supplies) for their respective academic units, and review of instructional programs.

The Department Chairs function as they do during the regular academic year. They have the responsibility for the administration and supervision of instructional activities at the major discipline levels.

Directors of academic support units have the responsibility for planning, implementing, evaluating, managing, and supervising functions that are under their direction. These functions support the overall operation of the Summer School Program.

SUMMER SCHOOL RESPONSIBILITIES

The Office of Continuing Education and Summer School has the responsibility for the overall administration of the University's Summer School. Functions that support the operation of Summer School are coordinated through the Director, who is responsible for the following activities:

1. Approve recommendations for summer employment with the Chairs and Deans.
2. Employ student and non-student personnel to assist in the success of Summer School operations as funds allow.
3. Prepare Fixed-Term Employment Contracts for faculty.
4. Review the Summer School class schedule in coordination with the deans, chairs, and the University Registrar.
5. Process fixed-term contracts with the Office of the Provost and Contract Administrator.
6. Advertise curricular offerings of Summer School.
7. Prepare and monitor the Summer School budget.
8. Purchase Summer School materials and supplies as funds allow.
9. Prepare reports related to the Summer School Program, in cooperation with the Deans, Chairs, Support Units and the Comptroller.
10. Notify the Registrar's office and Contract Administrator of all cancellations by the departments.

The Office of Continuing Education and Summer School is located in the School of Business and Economics (SBE) - Suite 130. Office hours are Monday through Friday from 8:00 am – 5:00 pm.

Summer School 2017 Schedule

	Session I			Session II
	Interession (12 days)	Summer I 4-week	Eight Weeks	Summer II 4-week
Registration begins	April 10	April 10	April 10	April 10
Registration ends	May 12	June 2	June 2	July 3
Classes begin	May 17	June 5	June 5	July 5
Late Registration (\$20.00 fee)	N/A	June 5-7	June 5-7	July 5-7
Holiday	May 29	N/A	July 4	N/A
Last Day to Withdraw from classes	May 23	June 19	July 11	July 18
Last Day to Withdraw from the University	May 24	June 26	July 19	July 19
Last Day of Class/Final Examinations	June 2	June 30	August 1	August 1
Deadline for submitting final grades	June 5	July 3	August 3	August 3

For purposes of financial aid:

Summer Session I (Interession, 4-week, and 8-week) is the final term of the previous academic year.

Summer Session II is the first term of the new academic year.

All online courses (sections D1, D2, etc) are offered during the eight-week term. They have no assigned meeting dates or times in Banner.

Hybrid courses (sections HB1 – HB9) have no more than 49% of instruction delivered online and at least 51% face-to-face.

Maximum enrollment for face to face classes is 25.

Maximum enrollment for online courses is 25.

Maximum enrollment for Interession courses is 18.

The Southern Association of Colleges and Schools (SACS) requires a minimum of 750 minutes per credit hour. Three-hour classes require a minimum of 2,250 minutes of instruction.

Individual classes may not exceed 4 hours in per class duration.

Examples:

Interession classes meet for 12 days. $12 \times 3\frac{1}{2}$ hrs/day = 2,520 minutes

Four- week classes meet for 20 days. 20×2 hrs/day = 2,400 minutes

Eight-week classes meet twice a week. 16 sessions \times $2\frac{1}{2}$ hrs/day = 2,400 minutes

In order to minimize conflicts, 3-credit hour 4-week courses meeting MTWRF, should meet:

3 credit hour courses (MTWRF) minimum of 2250 minutes	4 credit hour courses (MTWRF) minimum of 3000 minutes	2 credit hour courses (MTWRF) minimum of 1500 minutes	2 credit hour courses three times a week (MWF)
0800 AM -1000 AM	0800 AM -1030 AM	0800 AM - 0915 AM	0800 AM - 1005 AM
1015 AM -1215 PM	1015 AM -1245 PM	1015 AM - 1130 AM	1015 AM - 1220 PM
1230 PM – 0230 PM	1230 PM – 0300 PM	1230 PM – 0145 PM	1230 PM – 0235 PM
0300 PM – 0500 PM	0300 PM – 0530 PM	0300 PM – 0415 PM	0300 PM – 0505PM
0530 PM – 0730 PM	0530 PM – 0800 PM	0530 PM – 0645 PM	0530 PM – 0735 PM
0530 PM – 0800 PM (if MTWR)	0530 PM – 0840 PM (if MTWR)	0530 PM – 0705PM (if MTWR)	

Low Enrollment/Course Cancellation

Summer School classes with fewer than five (5) students will be canceled by the university one week prior to the first day of class. Exceptions will be based on special circumstances. The decision to continue the course should be coordinated through the instructor, Department Chair, and the Director of Continuing Education and Summer School.

If the academic department or instructor decides to cancel the course, the official cancellation must be received by the Office of Continuing Education and Summer School, no less than ten days prior to the beginning of the course. The Office of Continuing Education and Summer School will contact the Registrar's office. The Chair should contact registered students to notify them of the cancellation.

Printing Increase for Faculty

Additional printer allotments will be provided upon request. Individual faculty should submit a request to Dr. Jane Smith via email. Quota will be increased based on course enrollment.

ACADEMIC UNITS

Deans

Deans are accountable to the Provost and Vice Chancellor for Academic Affairs, and are responsible for the administrative, instructional, financial, and logistical functions of their academic units, as well as for the management of personnel and other resources.

The Deans are also responsible for:

1. Selecting and recommending University continuing faculty for Summer School employment.
2. Verifying faculty rank of University continuing faculty to be employed in Summer School.
3. Selecting and recommending new faculty and adjunct faculty to be employed in the Summer School Program.
4. Selecting and recommending student and non-student personnel for employment within their academic units if funds are available.
5. Coordinating academic advisement for students in their academic units.
6. Requesting administrative and instructional materials and supplies required through the Office of Continuing Education and Summer School.

The planning, implementation, and evaluation of programs are conducted by the appropriate College/School. Graduate courses offered by the academic departments are administered by the Deans of the appropriate College/School as designated by the Provost.

Department Chairs

Adding Classes for Summer School

The Summer School schedule should be created in Banner during the fall semester to afford students and advisors the opportunity to make long range academic plans.

If a faculty member cannot perform instructional duties during Summer School, and a substitute or replacement instructor is needed, the name of the replacement faculty member must be forwarded in writing to the Office of Continuing Education and Summer School immediately. The name of the substitute and dates of service must be provided to the Office of Continuing Education and Summer School.

Under no circumstances should faculty be assigned to teach courses if they are not continuing faculty or approved adjunct faculty.

Course Monitoring

The Department Chairs must analyze course enrollments within their respective departments daily during registration to determine whether a course falls within the cancellation criteria established, or whether it should be continued based on special circumstances. *Timely notification must be provided to the respective Dean, the Director of Continuing Education and Summer School and students on the class roster if the course is to be officially cancelled.* See Low Enrollment/Course Cancellation (pg. 7).

The Department Chair is responsible for emailing enrolled students when courses have been cancelled. The cancellation notice will advise students that they may select another course. Any **recommendation to divide a class** should be made within the first **two** days of class. It should be accompanied by a recommendation for an instructor, all credentials for employment (if a new instructor), and the teaching load of that instructor during the summer sessions. This recommendation must be approved by the Director of Continuing Education and Summer School **PRIOR** to the division of the class or promise of employment to an instructor. **Arrangements made without such will result in a contract not being issued.** Department chairs are strongly advised to adhere to limits set for each class schedule during summer sessions.

*Classes with less than five (5) students will be cancelled a week before classes begin, thus allowing those students to register during the drop/add period.

* Online courses are strongly encouraged to accommodate students who work during the day or cannot commute to campus every day.

*Faculty must maintain office hours (2 hours/course/week) during the summer. Online courses may utilize virtual office hours.

*If the course is an approved independent study, the correct code is IN. See page 11 for independent student regulations.

*Notification of class cancellations must be sent to Mrs. Cheryl McGhee, who will forward to the Registrar.

Department Chairs under contract until June 30 do not receive additional compensation for teaching Summer School Session I (Intersession, Summer Session I 4-weeks, or 8-week classes). Department Chairs may be contracted to teach during Summer Session II in July.

Faculty

Faculty Teaching Load

1. For faculty employed on a nine-month contract, without administrative responsibility, the maximum teaching load at any one time during the 4 and 8 week terms is
 - a. 8 credit hours face-to-face
 - b. 9 credit hours online
 - c. 9 credit hours as a combination of face-to-face and online
2. Faculty can teach no more than four (4) credit hours during Intersession.
3. There are no teaching overloads approved for faculty during Summer Sessions.
4. Faculty working on extended contracts may teach during Summer School only with approval of their Dean.
5. Department chairs will not be compensated for instruction during Summer I.

Teaching Responsibilities

Academic Advisement and Registration

Faculty members are expected to assist with academic advisement and registration during all Summer Sessions. Assignments will be made by the Chair of the respective department in which the faculty member is employed.

Class Attendance

Faculty members are expected to meet their classes at the times and places designated in the schedule. Changes must be approved by the Department Chair and Dean. The Deans will notify the Office of Continuing Education and Summer School, as well as the Registrar via email of any changes that need to be made for the official record. Other programs utilize the campus during the summer months. It is important that Astra correctly identify which classrooms are in use.

Student Records

Faculty must verify roster in Banner on the first day of class. Inform students who are not on the roster, so that they will register appropriately or stop attending class. Students will not be re-enrolled or reinstated after the drop/add period ends.

Faculty must enter No Show students by the date noted (below). Contracts will not be adjusted after the class withdrawal deadline.

Please see the following table for important dates regarding bill clearance:

TERM	Summer Session I			Summer Session II
	Intersession	SSI	Eight Weeks	SSII
X-grades	May 18	June 12	June 12	July 12
Students dropped for non-payment	N/A	June 8 – 5 PM	June 8 – 5 PM	July 10 – 5 PM

Office Hours

Each member of the faculty employed during Summer School is expected to be available to his or her students for consultation at least two hours per class per week. If a faculty member is teaching two courses, they should be available for four office hours per week. Faculty should also be available to meet with students at alternate times. Online course instructors may utilize *Virtual Office Hours* in lieu of face to face office hours.

Independent Study

Students may be permitted to complete a class by Independent Study only if they are in their senior year of study and the class is needed to complete graduation requirements. A Request for Independent Study form must be initiated by the faculty member who will teach the class and approved by the chair of the department and the dean of the school/college in which the class is offered. http://www.uncfsu.edu/registrar/forms/Faculty/Request_For_Independent_Study.pdf The department chair will ensure that the content and requirements of the class completed by independent study are equivalent to those in the class as regularly offered. A student may not complete a class by independent study in a semester when the class is being offered regularly. Based on approval by the Dean, the faculty member will be compensated for one student based on the payment schedule.

Faculty Compensation

Faculty appointed to teach during Summer School receive a salary based on the approved Fayetteville State University Salary Rate for Summer School Faculty. Contracts cannot be written until course enrollment is established on the census date for the term. Letters of Intent are generated prior to the beginning of the term outlining the conditions for employment. By accepting the terms, a binding agreement is established between faculty and university. An electronic Personnel Action Form (ePAF) will be submitted for review by the approvers on the census day for the term. Faculty should expect an email for review and acceptance. See Letter of Intent for relevant contract dates, salary formula, and instructional responsibilities. Department chairs may request exceptions for classes of fewer than five when the course is necessary to accommodate students' summer graduation requirements.

Classes with fewer than five (5) students will be canceled by the university a week before classes begin. The maximum salary is achieved with an enrollment of fifteen (15) students. Individuals with terminal degrees, but not on regular faculty, will have the rank of Adjunct Assistant Professor. Retired faculty will be paid at the rank held upon retirement. The salary rates for Summer School employment may change based on the approval of the Chancellor. Each academic unit will be notified of any salary change.

Pay Dates

Intersession - one payment on June 30, 2017

First Summer Session- one payment on July 31, 2017

Eight Week Session – two payments; July 31, 2017 and August 31, 2017

Second Summer Session – one payment on August 31, 2017

Faculty Absence

Summer School faculty are expected to attend class every day. Travel for conferences and workshops that will require absence from summer classes will not be approved. Where absences are unavoidable, substitutes will be identified at the departmental level. The Office of Continuing Education and Summer School should be notified immediately by email of the absence and the absent faculty member's salary will be decreased accordingly.

Faculty Performing Other Duties

Faculty employed under the Summer School budget performing non-instructional duties must be approved by the Dean of their respective academic unit and the Provost and Vice Chancellor for Academic Affairs prior to the beginning of the period remuneration is expected.

The recommendation will follow the same procedure for classroom instruction; however, a narrative of work to be accomplished is required.

New Faculty

Recommendations for new faculty must begin within the respective Departments and be approved by the Dean. An application packet must be assembled and submitted to the Contract Administrator no later than March 15th for Summer Session I and April 15th for Summer Session II to allow the employment process to be completed, a Banner number assigned and instructor privileges in Blackboard established.

THE CONTRACT WILL BE ISSUED ONCE ALL CREDENTIALS ARE SUBMITTED AND RECOMMENDATION AND BACKGROUND CHECKS ARE APPROVED.

Tonya D. Williams | [FSU](#) | 1200 Murchison Road, Fayetteville, NC 28301
Human Resources – EPA Contract Administrator | C. J. Barber Bldg. – Lower Level
o: 910 672 1835 | f: 910 672 2012 | e: tdwilliams@uncfsu.edu

The submitted recommendation must include approved rank, and course(s) to be taught. **Faculty will not be placed on payroll until all documents have been received by the Contract Administrator. Failure to adhere to set guidelines could jeopardize payment for services rendered.**

Credentials needed for Hiring Proposal of
EPA Faculty/Teaching Positions

Items 1 - 7 should accompany the:

- Position and Personnel Action Form ([Position and Personnel Action Form](#))
 - Hiring Proposal Summary and History (print and attach once hiring proposal is created in the PeopleAdmin Online Employment System---Remember to disposition all applicants) [FSU PeopleAdmin Hiring Manager Login](#)
 - Fixed term contract
1. Candidate Selection Summary (completed by Hiring Manager at conclusion of interview process)
 2. Online employment system (PeopleAdmin) application with original signature [FSU PeopleAdmin Hiring Manager Login](#)
 3. Official transcripts from colleges/universities listed on application
 4. Credential Review Form [FSU Credential Review Form](#)
 5. Three (3) letters of recommendation with original signatures (this is not needed of faculty returning within three (3) years)
 6. Current vitae
 7. Three (3) telephone reference check forms, (only one is needed of supervisor if currently working with FSU)
Complete Attachment A of the [Employment Background and Reference Check](#).
*The inappropriate conduct statement must be asked of the **current/last supervisor** and response recorded within telephone reference check material.
- Visa Approval (if applicable):
Contact Legal Affairs for Visa approval. Submit all documents pertaining to immigration status to Legal Affairs
 - Employment Background Check:
Background Check (Mandatory 7/1/2007): Complete Attachment B & C of the [Employment Background and Reference Check](#)
Submit to the Office of Legal Affairs after approval of appropriate Vice Chancellor by initialing the top right corner of the form.

**Forward hiring packet materials along with this cover sheet to
Human Resources EPA Contract Office as soon as a candidate selection is made**

**NOTE: PROCESSING OF NEW EMPLOYEE MAY BE DELAYED PENDING ITEMS NOT INCLUDED
IN HIRING PACKET MATERIALS**

****FOR NEW PERMANENT FACULTY, AN OFFER LETTER MAY BE ISSUED WITH PENDING CREDENTIALS**
THE CONTRACT WILL BE ISSUED ONCE ALL CREDENTIALS ARE SUBMITTED ALONG WITH APPROVAL OF
HIRING PROPOSAL AND BACKGROUND CHECKS**

Candidate Name _____

Rank _____

Proposed Hire Date _____

Hiring Manager's Signature _____ Date _____

EMPLOYMENT OF NON-FACULTY

The employment of students may occur during each Summer Session, provided funds are available in the Summer School budget and upon the approval of the Provost.

Student and non-student Fixed-Term Employment Contracts are prepared based on the hourly rate of pay, the number of hours worked during the pay period, and the length of the pay period.

All contracts are forwarded to the Provost and Vice Chancellor for Academic Affairs and the Contract Administrator for review and approval.

CONTINUING FSU STUDENTS

Refer to the Summer School website for registration dates and drop/add/withdrawal dates from the University at <http://www.uncfsu.edu/summerschool>.

All undergraduate students will be required to enter an ALTERNATE PIN number necessary to complete registration. Contact your advisor to receive the ALTERNATE PIN. You will not be able to register without it.

Check your schedule prior to the first day of class to ensure enrollment.

On the first day of class, check with your instructor to ensure that you are on the roster. If you are not on the roster, register before the end of late registration.

Students who are dropped for no-shows or non-payment will not be re-enrolled.

Students using financial aid must be enrolled in at least six (6) hours **during the term**. Consult with the Office of Financial Aid to determine if you have any remaining eligibility.

There are NO DEFERMENTS and NO PAYMENT PLANS during Summer School.

CHECK YOUR CAMPUS EMAIL REGULARLY!

Students in good academic standing may register for no more than four credit hours during Intersession.

The maximum course load is eight (8) hours in a single session though students with cumulative GPAs of 3.0 or higher are permitted to enroll in a maximum of ten (10) hours. The course overload form is located at www.uncfsu.edu/registrar/forms.htm. Courses taken during Intersession do not count in the term load. Students may exceed these course load limits only with written approval of the advisor, department chair, dean, and Provost and Vice Chancellor for Academic Affairs using the Course Overload Form. Such approvals will normally be given only in cases when the overload will enable the student to complete degree requirements in the semester/term for which the overload is requested.

Not attending class may cause students to lose their financial aid.

TERM	Summer Session I			Summer Session II
	Intersession	SSI	Eight Weeks	SSII
X-grades	May 18	June 12	June 12	July 12
Students dropped for non-payment	N/A	June 8 – 5 PM	June 8 – 5 PM	July 10 – 5 PM

Completion of Degree during the Summer

Seniors who can complete degree requirements in summer I or summer II can apply online for Summer I or Summer II Graduation and may participate in the May Commencement if they are enrolled in all classes required to complete degree requirements in the respective summer.

Students and advisors should run CAPP (degree evaluation) to determine if the student can complete in a summer session. The online graduation application is currently open for spring, summer I, and summer II through April 30. Students who did not apply for graduation by March 30 may not be in the Program Book.

Student conferral dates for degree completion in any summer session will reflect the end of the respective session in which they complete degree requirements.

This option is only available for May commencement.

ONLINE CLASSES

Students must officially register in Banner.

Online sections have a designation D#, no meeting dates or meeting times.

Online courses are offered via Canvas.

Students need a reliable computer and internet connection.

Students must access Canvas the first day of class by going to www.uncfsu.edu/current-students and selecting Canvas from the Student Resources options.

It is the students' responsibility to withdraw from an online course by going to the Registrar's website at <http://www.uncfsu.edu/registrar>, click on forms, go to Course Withdrawal Form (Online Courses only) and follow the instructions on the form.

Additional support is listed under <http://www.uncfsu.edu/current-students>

It is the student's responsibility to clear their bill with the Cashier's office.

SPECIAL VISITING STUDENTS

Complete the Admissions Process <http://www.uncfssu.edu/admissions/>

You will need:

1. special visiting application
2. official transcript
3. application fee

It is recommended that all three be submitted together.

Any questions regarding the admission process may be directed to the Office of Admission at (910) 672-1371.

You will receive your Banner ID# from the Admissions Office. All Banner numbers begin with 830. It is wise to include your Banner number on all correspondence within the University.

Activate your Bronco email and check it regularly.

The Office of Continuing Education and Summer School is your source for assistance with acquiring your alternate pin for registration, lifting prerequisite holds and general support.

Students may take a maximum of four credit hours during Intersession. The maximum course load in a single session (summer I or II) is eight (8) hours, though students with cumulative GPAs of 3.0 or higher are permitted to enroll in a maximum of ten (10) hours. The course overload form is located at www.uncfssu.edu/registrar/forms.htm. Courses taken during Intersession do not count in the term load. Students may exceed these course load limits only with written approval of the advisor, department chair, dean, and Provost and Vice Chancellor for Academic Affairs using the Course Overload Form.

Pre-requisite overrides will be entered manually by the Office of Summer School upon request of the special visiting student. It is the responsibility of the student to seek prior approval from their home institution to ensure that the correct course necessary to complete degree requirements will be taken.

Registration and drop-add/withdrawal dates from class and from the University can be found at <http://www.uncfssu.edu/summerschool/calendar.htm>.

Answers to many campus policy and procedure questions may be found at <http://www.uncfssu.edu/summerschool/faq>

Special visiting students are not eligible for financial aid at FSU.

There are no deferments during Summer School.

Faculty Led Study Abroad Experiences 2018 - Proposal Guidelines **due Monday May 15, 2017**

Proposals should include in this order:

Executive Summary

Purpose

Rationale

Program Description

Long-term impact

FSU course(s) and correlation to international experience (cite by name, number, credit hours, and brief description)– NOTE: To use any financial aid eligibility, students must complete a minimum of 6 credit hours during the associated Summer term.

Learning Outcomes for course and how travel enhances these outcomes. Include assessments.

Eligibility (e.g. major, minimum credit hours completed). FSU requires a minimum GPA of 2.5 and be in good academic standing FSU Faculty – two required per trip

Location information

Safety issues and risk management

Host institution support

Draft Itinerary

Excursions

Transportation

Lodging, meal plan

Additional expenses students will incur

Budget: Student/Faculty

Study Abroad insurance (required by UNC GA for political evacuation, natural disaster rider): Estimate: \$1.32/day students; \$2.63/day faculty

Three competitive bids required **Cost not to exceed \$3500/student should include meal money (see travel meal per diem for estimates)

Minimum student enrollment – Minimum 10, Maximum 15

Recruitment plan

Preparatory workshops/orientations/course prep for accepted students

Planning timeline (add details appropriate to specific course/travel needs)

Proposal package due	May 15
Review by FSU International Advisory Board	June - July
Announcement of selections	August
Recruitment Period (flyers, emails, interest meetings, etc)	August-November
Contracts, Travel Authorizations due	October 1
Pre-applications due to faculty leaders	November 1 (can be earlier)
Notifications sent to qualified students with Application for Study Abroad	November 15 (can be earlier)
Participants' \$500 trip deposit due to Office of Summer School	December 15
Participants' \$250 payments due to Office of Summer School	Jan 15, Feb 15, Mar 15, Apr 15
Copy of valid passport, full Study Abroad Applications due to trip leader	February 15
First orientation workshop (Dr. Chen discuss application)	Spring semester
Final application due (Copy for OSS, original to Int'l Studies)	February 15
Second orientation workshop.	Spring semester
Purchase tickets (vendor? FSU travel office?)	Payment to vendors usually begins in January
Pre-departure orientation (Insurance card and Passports copied for OSS, Int'l Studies)	Spring semester
Students/faculty departure	
Students/faculty return	

Upon approval of the Proposal by the International Advisory Board, additional documentation required for submission to Provost:

- FSU Policy documents “TRAVEL INVOLVING STUDENTS”
 - Authorization for Student Travel - Attachment A
 - Organized/Sponsored Activity Information Form – Attachment B
- Faculty Travel and Leave Form