2018-19 STUDY ABROAD PROGRAM DESCRIPTION

This memo covers travel courses held in the Winter, Spring Break, and Summer of the 2018-19 Academic Year. Information is due in the Office of the Provost no later than

- October 1st: Winter 2018-19
- October 1st: Spring Break 2019
- October 30th: Summer 2019

We must be notified using these forms of all planned and proposed travel courses, even those that were approved for a discount last year or in a previous year. Both graduate and undergraduate courses are eligible for discounts if the courses are not part of the students’ comprehensive tuition.

The Provost’s Office should also be informed at least three months in advance of all other Seton Hall-sponsored student trips, including service projects, tours, and competitions, with basic information about attendees, State Department status of destinations, contact information, and the like. Forms for these travel programs will be provided shortly by separate cover.

For courses, faculty provide estimates of program costs to the students and to the college. If program plans are not yet finalized, please provide an estimate of costs. All information except faculty cell phone and faculty emergency contact will be used for advertising on the web.

As in past years, faculty planning a trip should check and report on the State Department Watch List status of the proposed venue or venues. The offering of each course should be explicitly authorized and endorsed by the Dean of the respective College. Ideally, proposals should be sent to the Provost’s Office by the Dean’s Office after the Dean’s review. No travel courses should be advertised to students before this is authorized in writing by the Provost’s Office. However, courses for which these forms have been submitted may participate in the Study Abroad Fair before official approval. Please contact Maria Bouzas at the Office of International Programs to participate in the Study Abroad Fair.

Special notes:

- For Spring Break and Winter courses, departments proposing more than one course should explain their basis for predicting that the population of interested students is large enough to support two courses with healthy enrollment.

- Note that only summer travel courses can include travel during the summer. Courses cannot be listed in Fall or Spring that include travel in the summer, with the exception of courses that
will be completed and graded by May 31st, which may be listed as Spring courses for Spring 2018; future extensions of this option will be dependent on review of travel course enrollments.

- Students on probation level II or higher are not allowed to study abroad. Faculty should incorporate this restriction into any materials or interest meetings they have.

- If faculty are using a company to organize logistics they should submit the approval paperwork after getting a tentative trip itinerary and quote from the company.

- Instructors do not need to seek discounts for every travel course (for example, for Winter and Spring courses for undergraduates for which most students will be covered by comprehensive tuition) but no discount can be applied retroactively to courses already complete for which a discount was not yet approved.

- There will be a mandatory meeting in the Fall semester with all faculty leading trips abroad in September, organized by the Office of International Programs.

We continue to seek more definite information for the students of the total cost of the entire experience, more in advance. As part of this effort we also intend to regularize procedures vis-à-vis whether professor travel costs are covered by a) the professor, b) the college, c) volume discounts arranged through travel agents and/or d) a portion of student travel costs. Please ensure that students are aware of likely costs in advance.

Please fill out the following information for each course, as well as the accompanying spreadsheet. On the spreadsheet, please take special care to include the projected number of students for the course and your basis for that projection. The spreadsheet should also reflect how you propose to be compensated for the trip, particularly whether the course is proposed as part of your assigned teaching load for the semester or if the proposal is to compensate as overload, and the amount. If you are proposing a course that will be funded and sponsored in part or whole by a different college, please seek the approval of both your Dean and the Dean whose budget would be covering the costs, including your compensation if applicable.

Title of Program: Summer Study Abroad in Rome
Course Number and Title: ITAL 2701

Cross Listed Course Information if Applicable:

Number of Credits: 3 (SHU) + 3 from local institution

State Department Watch List Status (and date verified):

Faculty Sponsor Information
Name(s): Gabriella Romani
Department(s): Languages Literatures and Cultures  
Email Address(es) for Web: gabriella.romani@shu.edu  
Cell Phone Number(s) – Office Use Only: 215 8206220  
Emergency Contact(s) – Office Use Only: 2159312642 (David Yanoff, work)

Banner account for collection of funds (note that faculty do not collect or distribute travel funds personally and a University account must be used for all collected funds):

Destination City and Country: Rome, Italy

Dates of Program: May 31-June 29, 2019

Detailed Program Description:

Short Description for Web: The Seton Hall Summer program in Rome offers students a unique opportunity to experience the life of Rome and to learn about the culture of Italy. The program runs for four weeks. Students will take two three-credit courses, one of which will be taught by the director of the program, Dr. Gabriella Romani. Classes are held in the morning and early afternoon in the very heart of the city near Navona Square, from where students can easily walk to all main historical sites of the city. Courses are tailored for students to take advantage of the location and gain a true full-immersion experience in the language and culture of Italy. Students live with local Italian families and experience first hand the Italian life-style. There will be guided tours of the city and visits to the main sites, such as the Colosseum, the Vatican Church and Museum, and the Trevi Fountain. In addition, there will be a weekend excursion to Siena.

Program Costs to Student in Addition to Tuition:

Travel: $1200  
Local Travel: $300  
Lodging: $1100  
Meals: $500  
Other (describe): Local School $1100, museums and tour guides 100  
Portion of instructor travel costs: $250

Relation of Seton Hall programming and existing programming by cooperating entities – please estimate hours in tabular form: 60 hours of class time with local institution, Italiaidea + 15 hours of guided tours of Rome and Siena museums.

(e.g., 20 hours: 1-credit course at University of South Danzig  
10 hours: Tour of Danzig conducted by Crazy Ludwig Tours, LLP  
20 hours: Tours of Museums and historical sites conducted by SHU assigned professor)
Basis for SHU grade in the course:
25% attendance and participation
25% homework
25% midterm
25% final exam