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:
**SHU-Japan Exchange Program**

Course Number and Title:
**ASIA 3311 SP SHU-Japan Exchange II**

Cross Listed Course Information if Applicable:
**ASIA 9192 SP SHU-Japan Exchange Program**

Number of Credits:
**3 credits**
State Department Watch List Status (and date verified):
No Travel Warning to Japan (as of October 6, 2018)
Please see https://travel.state.gov/content/passports/en/alertswarnings.html

Faculty Sponsor Information
Name(s): Shigeru Osuka
Department(s): Languages, Literatures, and Cultures
Email Address(es) for Web: osukashi@shu.edu
Cell Phone Number(s) – Office Use Only: 201-800-0804
Emergency Contact(s) – Office Use Only: 201-857-2098

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):

Japan Travel (224505)

Destination City and Country:
Tokyo, Japan

Dates of Program:
June 29, 2018-July 27, 2019
(Depart NY/NJ on June 29, arrive to Tokyo and check-in hotel on June 30, and orientation at Sophia U on July 1: Check out hotel on July 27, and leave Tokyo on July 27, and arrive to NY/NJ on July 27)

Detailed Program Description:
Seton Hall University and Sophia University in Tokyo have exchanged students for the past 30 years as part of our SHU agreement to broaden and deepen the understanding between the two countries. The exchange program with Sophia University introduces students to a broad range of issues in Japan and Asia, leading to a greater understanding between Japanese society and people of other nations. Students are given the chance to meet Japanese people and learn firsthand about their language, society, economy, business, culture, religion, history, and literatures. The program includes numerous field trips at weekends and visits major historical sites in Japan.

Short Description for Web:
Seton Hall University and Sophia University in Tokyo have exchanged students for the past 30 years as part of our SHU agreement to broaden and deepen the understanding between the two countries. Students are given the chance to meet Japanese people and learn firsthand about their language, society, economy, business, culture, religion, history, and literatures. The program includes numerous field trips within Japan.

Program Costs to Student in Addition to Tuition: TOTAL: $6,700.00

Travel: $2,200. (Airfare between NY/NJ and Tokyo - Very High Season-Summer Fare)
Local Travel: $800 (including three weekend long-distance travels)
Lodging: $2,160 ($80 x 28 nights = $2,160)
Meals: $896 (B: $7, L 10, D. 15 = $32/day x 28 days = $896)
Other (describe) $644 (Textbooks, Laundry, Admission/activities fees, group dining, travel insurance, etc.)
Portion of instructor travel costs: $150

Relation of Seton Hall programming and existing programming by cooperating entities – please estimate hours in tabular form

**ASIA 3311 (Undergraduate)**
72 hours: two course at Sophia University (135 min. x 16 days of instruction x 2 courses)
12 hours: Cultural workshops conducted by Sophia University Summer Session Office
90 hours: All scheduled field trips conducted by SHU assigned professor
13 hours: Daily meeting (about 30 min. x 26 days)
52 hours: Reading books/quizzes, and writing two reflection paper (2 hours x 26 days)

**ASIA 9192 (Graduate)**
72 hours: two course at Sophia University (135 min. x 16 days of instruction x 2 courses)
12 hours: Cultural workshops conducted by Sophia University Summer Session Office
90 hours: All scheduled field trips conducted by SHU assigned professor
13 hours: Daily meeting (about 30 min. x 26 days)
104 hours: Reading books, and writing two research papers (4 hours x 26 days)

Basis for SHU grade in the course:

**ASIA 3311 (Undergraduate)**
Attend all scheduled field trips with instructor 50%; Reading Content Quizzes on History of Japan: Kamakura Period (1192-1333) and Edo Period (1603-1868) 20%; Write two five-page reflection papers on experience in Japan 30%

**ASIA 9192 (Graduate)**
Attend all scheduled field trips with instructor 50%; Write two ten-page research papers on Kamakura Period (1192-1333) or Edo Period (1603-1868), and current Japanese Society 50%. The research paper needs to be included thesis statement in Introduction, argument/agreement with references in Body, and finding in Conclusion.