

INTERNATIONAL EDUCATION ACTIVITIES DEVELOPMENT FORM



Study abroad course description: _____

Course/Activity:			
Total Number of Credits (If applicable):		Multi-Year*: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Program Dates:			
Originating Campus:		Sponsoring Department:	
Leader(s):			
Name	Work Phone	Cell Phone	Email
Name	Work Phone	Cell Phone	Email
Visiting Country:			
Country Host Contact:		Phone:	
Partner with other institutions (Troika)? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If Yes, list institutions: _____ _____			

* For **multiple-year program scenarios (up to three years) with no content change**, only a new budget, itinerary and Emergency Action Plan is required to be submitted each year. In all other cases, a new proposal is required.

Please Attach Course Syllabus if applying for a study abroad program.

International Education Program Fees For Students

Budget Summary: An estimate of expenses in support of program categorized by type based on minimum number of participants required to cover expenses. Form may be modified as needed.

Minimum number of participants = _____

Expense Category	Cost per student	Total Cost (No. of participants x cost)
Transportation: Air Bus Van Other		
Lodging: Room Hotel Dormitory		
Food Provided by Program		
Program Fees (fees imposed by host institutions i.e., guest lecturers)		
Cultural, Educational and Extracurricular Activities Admission fees		
Contingencies Insurance Other		
Total Fees	\$	\$

Leader Expenses

Expense Category	Cost per leader	Total Cost (No. of leaders x cost)
Transportation		
Lodging		
Food Provided by Program		
Cultural, Educational and Extracurricular Activities Admission fees		
Contingencies Insurance Other		
Total Fees	\$	\$

LEADER EXPENSE FEE PER STUDENT: \$ _____
(total leader expense fee/minimum number of participants)

INTERNATIONAL EDUCATION PROGRAM FEE PER STUDENT: \$ _____
Does not include tuition and fees for study abroad credit course
(total fees + leader expense per student)

TOTAL PROGRAM COST: \$ _____
(program cost per participant x minimum number of participants)

International Education Director: _____ Date: _____

Supervisor: _____ Date: _____

Dean or Director: _____ Date: _____

Vice President & Campus Director: _____ Date: _____

Vice President of Academic Affairs: _____ Date: _____

Vice President of Finance: _____ Date: _____

Upon approval, all leader(s) and employees must follow DTCC guidelines regarding travel.

Daily Itinerary: SOC-125 (Turkey)

Day/Date	Time	Activity
Thursday, June 2 nd	12:00 p.m.	Depart from Airport - 5:45 flight
Friday, June 3 rd	10:00 a.m.	Arrival at Istanbul At airport – use ATM machines for Turkish lira En route to hotel – stop at Galik – lunch to go
	12:00 p.m.	Arrive at hotel
	2:00 p.m.	Activities begin Lecture – History – (Tony)
	3:00 p.m.	Depart for Cisterns
	4:00 p.m.	Depart for Hippodrome
	5:00 p.m.	Depart for Blue Mosque (Sultan Ahmet Camii)
	5:30 p.m.	Depart for Bazaar (Kapali Carsi)
	8:00 p.m.	Dinner – Pide
Saturday, June 4 th	7:00 a.m.	Breakfast Lecture – Ottoman Empire (Tony)
	8:00	Prepare for Topkapi Palace & Harem
	1:00 p.m.	Lunch – Lokanta (cafeteria style)
	2:00 p.m.	Depart for Guest House – stop at former Turkish bath/carpet store
	4:30 p.m.	Tram (Divan Yolu) to spice bazaar (Misir Carsisi)
	5:30 p.m.	New mosque (Yeni Cami) & spice bazaar
Saturday, June 4 th	6:30 p.m.	Walk over Galafa Bridge to the Golden Horn
	7:30 p.m.	Tunel & Galata Tower
	8:30 p.m.	Walk to Taksim/dinner (NOTE: Ayaspaşa (Russian) C. Fisher)
Sunday, June 5 th	7:30 a.m.	Breakfast
	8:15 a.m.	Lecture – byzantines & Early Christians (Tony)
	9:00 a.m.	Depart to Aya Sofya (9:30 arrival)
	10:15 a.m.	Depart for Kariye Church (Chora) – (NOTE: say Orducalasi MacDonalds Beyazit)
	12:00 p.m.	Depart for Mihrimah Cami
	12:30 p.m.	Depart for lunch
	2:00 p.m.	Beyazit Mosque (Suleymanie Camii)
	2:20 p.m.	Istanbul University
	2:30 p.m.	Depart for Ethnographic Museum
	5:00 p.m.	Depart for hotel
	8:00 p.m.	Depart hotel for dinner
Monday, June 6 th	8:00 a.m.	Breakfast
	9:00 a.m.	Departure
	9:30 a.m.	Lecture – Women's Rights & Minorities
	12:30 a.m.	Lunch – (at college??)
	2:00 p.m.	Return to guest house
	3:00 p.m.	Depart for Archaeological Museum
	5:00 p.m.	Water Pipe Café/ Coffee House???
	8:00 p.m.	Depart for dinner – Kumkapi (fish dinner)
Tuesday, June 7 th	7:30 a.m.	Breakfast – pack for train to Ankara
	8:30 a.m.	Lecture on Istanbul – Princess Islands (Buyukada) – swim/walk
	1:00 p.m.	Lunch
	4:00 p.m.	Depart for Istanbul
	6:30 p.m.	Dinner – Sultan Ahmet – Shish kabob Pide
	8:30 p.m.	Depart for train