



**Center for International Education's
Collaboration Process with Faculty for
Faculty-Led International Programs**

Enclosed Materials

- Initial Steps in Process
- Sample RFP Information Sheet
- Sample RFP Letter
- Recommended Marketing Steps
- Screen Shot: January 2013 Chmel/Rife Trip

Steps for Faculty Led International Programs

1. Faculty member completes the information sheet with regards to the program that is envisioned and discusses with the CIE ideally one year in advance.
2. CIE creates an RFP from the information sheet and disseminates it to Rider-approved providers who have “umbrella” agreements with the University.
3. CIE meets with Faculty member to review and identify the best proposal and communicates back to all providers with regards to the Faculty member’s decision
4. Faculty member presents program to APC and seeks approval for course load for proposed semester. (Can precede steps 1-3).
5. Dean and Department place course in workload.
6. CIE works with Faculty member to market the faculty-led program to the Rider community
7. CIE works with Faculty member to develop the application, and implements Studio Abroad to accept applications for the program
8. Faculty member reviews applications and determines eligibility for those going on the program.
9. CIE collects all forms via Studio Abroad, works with the Cashier’s Office to monitor finances, and remits payments for invoices.



Faculty-Led Program: Request Proposal Information Sheet

Name of Program			
Program Leader (s)			
Proposed # Participants	# Faculty or Staff		# Student Participant

Proposed Departure Date	
Proposed Return Date	
<i>CIE Use Only</i>	
Program Length in Days	1
CIE Deadline for RFP	

Geographical Scope of Proposed Trip:

Location 1

Country			
City			
Guided Tour	Yes	<input checked="" type="checkbox"/>	No
Proposed Site Visits			
Proposed Excursions			
Other Proposed Activities			

Location 2

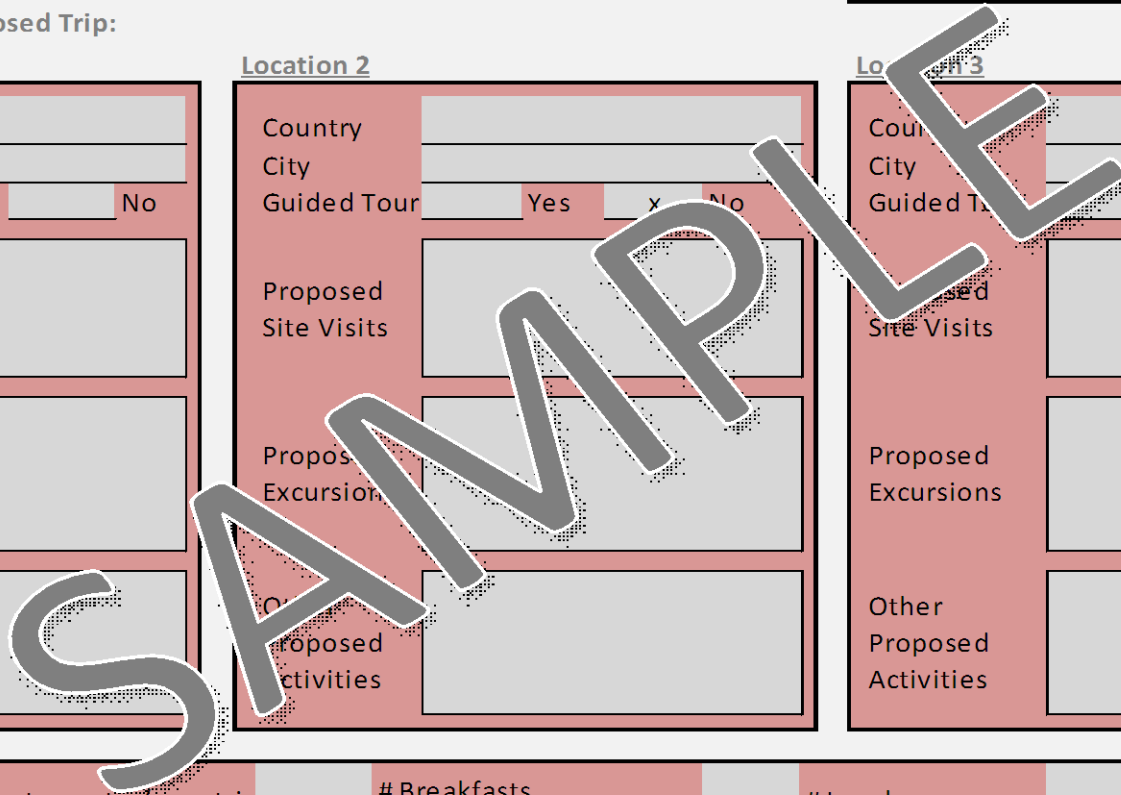
Country			
City			
Guided Tour	Yes	<input checked="" type="checkbox"/>	No
Proposed Site Visits			
Proposed Excursions			
Other Proposed Activities			

Location 3

Country			
City			
Guided Tour	Yes	<input type="checkbox"/>	No
Proposed Site Visits			
Proposed Excursions			
Other Proposed Activities			

Proposed # meals while in host country/countries	# Breakfasts	# Lunches	# Dinners
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Please detail any additional requirements (e.g., meeting/classroom space, access to technology, translation services, etc.):



Rider University

Request for Proposals for a Customized Program for «Program_Name»

Organization Overview:

Rider University is a private institution of higher education located in central New Jersey with two campuses, one in Lawrenceville and another in Princeton, New Jersey. Rider's goal is to provide cost-effective programs to our students and therefore has developed a request for proposal process (RFP). The RFP will be disseminated to Rider's approved study abroad affiliates as an opportunity for providers to submit a proposal for our Faculty-Led Programs.

For the «Program_Name» program we are seeking a cost breakdown of participant costs and faculty costs by «Deadline_Date» as well as confirmation of feasibility of program scope. We anticipate a total of «Number_of_Participants» participants, including «Number_of_FacultyStaff» Faculty/Staff. We expect all participants will stay in accommodations with a minimum of a three-star rating, and we request the following number meals to be included in the price of the program: «Number_of_Breakfasts» breakfasts, «Number_of_Lunches» lunches, and «Number_of_Dinners» dinners.

Program Details:

Program length: «Program_Days» days including travel to and from departure city

Proposed dates: «Departure_Date» to «Return_Date»

Departure point: Rider University in Lawrenceville, NJ, using either EWR or PHL airports.

Program Scope:

Travel to the following locations is a proposal and is flexible in terms of routing.

Location 1: «Location_1_City», «Location_1_Country»

- List of desired tours/activities/site visits/excursions

Location 2: «Location_2_City», «Location_2_Country»

- List of desired tours/activities/site visits/excursions

Location 3: «Location_3_City», «Location_3_Country»

- List of desired tours/activities/site visits/excursions

Additional Requests: «List of Additional_Requests - omit paragraph if none»

Proposal Requirements:

1. Proposed itinerary of program referencing the preferred program scope
2. Travel arrangements from each location, non-stop travel on all flights is preferable
3. Round-trip local transportation between Rider University and the departure/arrival airport
4. Travel between EWR/PHL and the international arrival/departure cities
5. Typical accommodation where participants will be staying at each location
6. Meals that would be included in the program
7. Brief professional description of tour guide operator in host country(ies)

Please submit program proposals by «Deadline_Date» by 5:00 p.m. EST to the Center for International Education by emailing cie@rider.edu.

We prefer electronic submissions however we will accept hard copy submissions as well. Please send all hard copy proposals to:

Rider University
Center for International Education
BLC Suite 124
2083 Lawrenceville Rd
Lawrenceville, NJ 0848

Marketing Faculty Led Short-Term Programs

Center for International Education (CIE): *Steps to take in marketing and promoting Faculty led Programs*

Step 1: Planning: Set up a meeting with the CIE to review short-term trip details. In this meeting we will discuss using Studio Abroad, hosting information sessions (dates and times available), ways of promoting the trip, and anticipated goals in relation to the number of students.

Step 2: Studio Abroad: The Center for International Education uses Studio Abroad which allows students to keep track of their application throughout the application process. Students will apply to the short-term trip through Studio Abroad. The CIE will be responsible of updating documents on each student’s profile according to what the student has completed. The student will also be able to view additional information about the trip (i.e. maps, safety, rules, etc...)

Step 3: Information Sessions: Hosting information sessions provides a great way to create awareness of the short term trip. These sessions can be tables setup at high traffic spots on campus or in a classroom where students can just walk in (sessions should be conducted months before the deadline). In general setting up tables around campus will get the most attention. These tables should have information about the program, promotional materials and instructions on how to apply. If there are any pictures available of past trips, or if there are any students that have been on short-term trips that can help, it gives a more personal feel to the information session. *If possible have a laptop computer where students can view details about the trip and how they can apply online.* It is also important to use already existing events to highlight the faculty led programs.

<input type="checkbox"/>	1. Set a meeting with CIE to set a timeline and program specifics
<input type="checkbox"/>	2. Complete Studio Abroad implementation
<input type="checkbox"/>	3. Host information session at least two months before the deadline
<input type="checkbox"/>	4. Create fliers for the information sessions as well as to promote the short-term trip. Fliers should be placed around campus and should be kept current with the trip details
<input type="checkbox"/>	5. Review and monitor goals for the numbered student participants
<input type="checkbox"/>	6. Host another information session one week before the application deadline
<input type="checkbox"/>	7. Use radio (set up a time frame. Cost for 1 advertisement that runs 20 times is \$500 or \$25 an announcement from 6:00am-12:00pm), Axis TV (set up a timeframe for the advertisement) to promote Short Term programs
<input type="checkbox"/>	8. During the fall semester emphasize short-term trips in Freshman seminars to get the word out, specific to the degree and majors.

Screen Shot of Arts Abroad Brochure on Studio Abroad

Arts Abroad: MUS 312 January 3 - 15, 2013		
		
Program Description		Instructor(s)
<p>Learn about the arts and spend two weeks traveling to London and Paris for a critical study of music and theater. Students attend performances, guided tours and special excursions while abroad. A total of five (5) papers are required for this 3-credit Spring semester course. There will be a mandatory group meeting prior to departure.</p> <p style="text-align: center;">***An interview with either Dr. Rife or Dr. Chmel must precede the completion of the on-line application for this trip***</p>		<p>Dr. Patrick Chmel chmel@rider.edu 609-896-5186</p> <p>Dr. Jerry Rife Fine Arts 154 rife@rider.edu 609-895-5481</p>
Itinerary/Syllabus		Travel Costs
<p>The programs includes travel to Paris and London, where students will enjoy sightseeing trips and much more. In France, planned events include visits to the Louvre and National Opera Palais Garnier, as well as excursions to Chartres, and Versailles. In London, students will visit the British Museum, National Library and the new Globe Theatre, and will enjoy a special back-stage tour at the Royal National Theatre. For more information, view the detailed syllabus and itinerary below.</p> <p>Itinerary.doc Important Trip Conditions.doc</p>		<p>The total cost is \$2,750. This includes international air, all transportation in France and England, hotels, an estimate for meals, supplemental medical and evacuation insurance, gratuities for guides and drivers, and all admission fees.</p> <p>Students are required to pay a non-refundable \$75 application fee and a \$500 trip deposit that is refundable in full prior to 9/1/2012. A check in the amount of \$575 made payable to Rider University Account must be deposited in the cashier's office before an application is approved.</p>