

## Originating Course Information

<b>Offering of Dance 5798:Study Tour</b>	Dance - D0241
<b>Fiscal Unit/Academic Org</b>	
<b>Requirement/Elective Designation</b>	Not A General Education course

## General Information

<b>Type of Request</b>	Study Tour
<b>Term of Offering</b>	Summer 2017 - 8-week Session 1
<b>Level/Career</b>	Graduate, Undergraduate
<b>Rationale for proposing this offering</b>	Opportunity to perform and teach dance in sport/culture festivals in Denmark as well as visit historical/cultural sites.

## Offering Information

<b>Number of Times Previously Offered</b>	0
<b>Description for this offering</b>	OSU DANCE IN DENMARK is a 5.5-week performance, teaching and cultural exchange program for 6-14 BFA/MFA dance students to perform and teach at indoor and outdoor performance spaces during the sport and culture festivals and academies from May28-Jul6.
<b>Display offering in class search?</b>	Yes
<b>Display description in notes of class search?</b>	Yes
<b>Course Components</b>	Field Experience
<b><i>Originating Course Component(s)</i></b>	<b><i>Field Experience</i></b>
<b>Graded Component</b>	Field Experience
<b>Semester Credit Hours/Units</b>	Fixed: 1
<b>Grading Basis</b>	Letter Grade
<b>Length Of Course</b>	8 Week, 7 Week, 6 Week, 4 Week
<b>Campus of Offering</b>	Columbus
<b>Off-Campus Zip Code</b>	90001
<b>Instruction Mode</b>	In Person

## Prerequisites and Exclusions

<b>Prerequisites/Corequisites</b>	By casting audition. Instructor permission or enrollment in 4700 or 6700 or 4193 or 6193 in Spring 2017.
<b>Exclusions</b>	

## Scheduling Information

<b>Enrollment Capacity</b>	15
<b>Wait List Capacity</b>	50
<b>Permission required to enroll in this course</b>	No Consent
<b>Technology in the Classroom</b>	Regular Delivry & Modrate Tech

## Course Details Information

**One Time Offering Request**  
 5798:Summer 2017 - 8-week Session 1 -  
 Status: PENDING

Last Updated: Heysel,Garett Robert  
 08/10/2016

- Course goals or learning objectives/outcomes**
- participate as a group member on an international trip with the highest degree of personal responsibility and positive contribution to the group
  - represent one's self, one's institution, and one's country with integrity
  - engage in intercultural collaboration with sensitivity
  - create and rehearse a program of dances that includes solos and group works choreographed by students and faculty
  - perform dance repertory in a range of performance venues
  - take dance classes taught by Danish instructors, demonstrating professional level skill and respect for master teachers
  - teach dance classes for youth group as well as lead cultural dialog sessions

- Content Topic List**
- Performances
  - Workshop for youth and Master classes
  - Cultural dialog sessions and Historical and cultural site visits
  - Dance classes and rehearsals
  - Practice teaching and leading group conversations

**Sought concurrence from the following Fiscal Units or College**      n/a

**Attachments**

- 5798 Denmark Study Abroad SU17 Clemmensen.doc: syllabus, credit hour rationale, hosts  
*(Syllabus. Owner: Schmidt,Amy Esther)*
- 5798 Denmark Tour OIA proposal.pdf: OIA proposal  
*(Other Supporting Documentation. Owner: Schmidt,Amy Esther)*

**Comments**

- Dates of the study tour do not conform to the estimated sessions of Summer 2017; the 8-week session 1 was selected for best estimation. Zip codes for Denmark do not conform to this online form; "9000" is the zip code for the city of Aalborg, Denmark. See Denmark postal codes here:  
[https://en.wikipedia.org/wiki/List\\_of\\_postal\\_codes\\_in\\_Denmark](https://en.wikipedia.org/wiki/List_of_postal_codes_in_Denmark) *(by Schmidt,Amy Esther on 07/26/2016 04:08 PM)*

**Workflow Information**

Status	User(s)	Date/Time	Step
Submitted	Schmidt,Amy Esther	07/26/2016 04:08 PM	Submitted for Approval
Approved	Hadley,Susan B	07/26/2016 04:46 PM	Unit Approval
Approved	Heysel,Garett Robert	08/10/2016 10:01 AM	College Approval
Pending Approval	Nolen,Dawn Vankeerbergen,Bernadette Chantal Hanlin,Deborah Kay Jenkins,Mary Ellen Bigler Hogle,Danielle Nicole	08/10/2016 10:01 AM	ASCCAO Approval

The Ohio State University  
College of Arts and Sciences  
Department of Dance  
Summer 2017

Ann Sofie Clemmensen  
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614-292-7977

**STUDY ABROAD TOUR: OSU DANCE IN DENMARK**  
**DANCE 5798**  
**1 Credit Hour**

Denmark: May 28<sup>th</sup> – July 6<sup>th</sup> 2017

Pre-requisites:     Dance 4700/6700 in SP17 (1 credit)  
                          Or  
                          Dance 4193/6193 in SP17 (1 credit)

**Partner Institution**

Finn Berggren, Director of Gerlev Sports Academy in Slagelse, Denmark, will serve as the primary in-country contact. The host institution's primary role is providing the program with accommodation, meals and some course instruction, while Ohio State Visiting Assistant Professor, Ann Sofie Clemmensen is the tour organizer and leader.

**I. Course Description**

OSU DANCE IN DENMARK is a 5 ½ week performance, teaching and cultural exchange program. A group of 6-14 BFA and MFA dance students will perform at indoor and outdoor performance spaces during the sport and culture festival – LANDSSTÆVNET in Aalborg. Students will also perform at the 4<sup>th</sup> of July celebration in Rebild Bakker. There will be opportunities for the students to collaborate and perform with dance students from Gerlev Sports Academy. Participating students will teach dance classes for youth groups, lead cultural dialog sessions, and take a variety of dance classes. Students will visit historical and cultural sites and participate in community engagement activities. The pre-requisites for OSU DANCE IN DENMARK is a semester course at OSU addressing repertory, community engagement, and cultural awareness.

**II. Course Goals and Objectives**

At the successful completion of the course the student will demonstrate ability to:

- participate as a group member on an international trip with the highest degree of personal responsibility and positive contribution to the group
- represent one's self, one's institution, and one's country with integrity
- engage in intercultural collaboration with sensitivity
- create and rehearse a program of dances that includes solos and group works choreographed by students and faculty
- perform dance repertory in a range of performance venues
- take dance classes taught by Danish instructors, demonstrating professional level skill and respect for master teachers

- teach dance classes for youth group as well as lead cultural dialog sessions

### III. Required and Recommended Texts

None. All course material will be provided by the instructor.

### IV. Course Content and Procedures

#### Content:

- Performances
- Workshop for youth
- Master classes
- Cultural dialog sessions
- Historical and cultural site visits

#### Procedures:

- Dance classes
- Rehearsals
- Practice teaching and leading group conversations

### V. Requirements and Evaluation

#### Requirements

Attendance and participation

- Attendance in all course activities (as needed, depending upon casting)
- Active engagement in performances
- Active engagement when teaching workshops / lead cultural dialog sessions
- E-portfolio submissions throughout the tour

#### Evaluation

Attendance/Participation	50%
Positive contribution to the group	20%
Representation of self, school, country	20%
E-Portfolio	10%

#### Grading Scale – 5798 currently set up as S/U

94-100	A
90-93	A-
84-86	B
80-83	B-
77-79	C+
74-76	C
70-73	C-
67-69	D+
60-67	D
Below 60	E

It is the responsibility of the Committee on Academic Misconduct to investigate or establish procedures for the investigation of all reported cases of student academic misconduct. The term “academic misconduct” includes all forms of student academic misconduct wherever committed; illustrated by, but not limited to, cases of plagiarism and dishonest practices in connection with examinations. Instructors shall report all instances of alleged academic misconduct to the committee (Faculty Rule 3335-5-487). For additional information, see the Code of Student Conduct <http://studentlife.osu.edu/csc/>.

Students with disabilities that have been certified by the Office for Disability Services will be appropriately accommodated and should inform the instructor as soon as possible of their needs. The Office for Disability Services is located in 150 Pomerene Hall, 1760 Neil Avenue; telephone 292-3307, TDD 292-0901; <http://www.ods.ohio-state.edu/>.

Escort service and phone number for evening courses 292-3322.

## TOUR SCHEDULE

Su  May 28th	Arrival / CPH -> bus to Gerlev
<hr/>	
M   May 29th	Dance class / Free time
Tu  May 30th	Rehearsal / Prep workshop (group 1)
W  May 31st	Dance class / prep cultural dialog (group 4)
Th  June 1st	Rehearsal / Teach workshop for youth group (group 1)
F  June 2nd	Optional activity / Lead cultural dialog (group 4)
S  June 3rd	Free time
Su  June 4th	Cultural location -> Borreby Castle
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Mo  June 5th	Dance class / Free time
Tu  June 6th	Rehearsal / Prep workshop (group 2)
W  June 7th	Dance class / prep cultural dialog (group 3)
Th  June 8th	Rehearsal / Teach workshop for youth group (group 2)
F  June 9th	Optional activity / Lead cultural dialog (group 3)
S  June 10th	Free time
Su  June 11th	Cultural location -> Trelleborg Viking Fortress

Mo  June 12th	Dance class / Free time
Tu  June 13th	Rehearsal / Prep workshop (group 4)
W  June 14th	Dance class / Prep workshop (group 3)
Th  June 15th	Copenhagen / meeting host families
F  June 16th	Copenhagen / master classes / free time
S  June 17th	Copenhagen / Sightseeing
Su  June 18th	Copenhagen / Teach Workshop -> return to Gerlev
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Mo  June 19th	Dance class / Free time
Tu  June 20th	Rehearsal / Prep workshop (group 3)
W  June 21st	Dance class / prep cultural dialog (group 1)
Th  June 22nd	Rehearsal / Teach workshop for youth group (group 3)
F  June 23rd	Optional activity / Lead cultural dialog (group 1)
S  June 24th	Cultural location -> Visiting Odense, sister city with Columbus
Su  June 25th	Free day (beach)
<hr/>	
Mo  June 26th	Rehearsal
Tu  June 27th	Packing / prep day
We  June 28th	Bus to Aalborg
Th  June 29th	Landsstævne
F  June 30th	Landsstævne
S  July 1st	Landsstævne
Su  July 2nd	Landsstævne
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Mo  July 3rd	Sightseeing: Skagen / visit Vrå Højskole
Tu  July 4th	Independence Day celebrations Rabild Bakker -> Return to Gerlev
W  July 5th	Farewell day / packing / relaxing / special dinner
Th  July 6th	Departure day.

### **Rational for Assigned Course Credit Hours**

Based on the credit allocation guidelines regarding coursework, combining formalized instruction with out-of-class work, credit hours for Dance 5798 / STUDY TOUR: OSU DANCE IN DENMARK have been calculated out from the method below.

1 credit hour of combining formalized instruction with out-of-class work is equivalent of approximately 2,250 minutes [37.5 hours].

Program duration is 5 ½ week

#### **Formalized Instruction:**

2 dance classes per week                      (90min x 2) x 5                      = 900min /                      15 hours

2 Rehearsal per week	(90min x 2) x 4	= 720min /	12 hours
1 Workshop/dialog prep	60min x 1	= 60min /	1 hour
2 master dance classes	60min x 2	= 120min	2 hours
			<hr/> 30 hours

*Classes are taught by faculty tour leader and/or in-country approved instructors.*

**Out-of-class:**

Performances (short pieces/program performed 1-5 times)	1.5 hours
Teach workshop (in groups)	0.5 hour
Lead cultural dialog session (in groups)	0.5 hour
E-portfolio: student documenting their experiences	3.5 hours
Cultural location (total Instructional hours)	1.5 Hours
• Borreby Castle	
• Odense	
• Trelleborg Viking Fortress	
• Copenhagen**	
	<hr/> 7.5 hours

*These hours are supervised by tour leader, except cultural locations which make use of local authorities/experts.*

\*\* Copenhagen will be student-lead sightseeing (part of pre-requisites course work) and therefore not included in the out-of-class hours.

**Free time:**

Includes travel, meals, socializing and independent touring. Throughout the 5 ½ weeks, students can choose to participate in optional dance classes or other physical activities with students from Gerlev Sports Academy and these are viewed as socializing opportunities because being active together allows students to have a reference point from which they can initiate conversation and therefore not included under regular class time.

**Primary Student Audience**

Students pursuing BFA or MFA's in dance are eligible for this program. Participation is based on a casting audition held in mid-Autumn 2016.

Field Experiences are strongly encouraged in the College of Arts and Sciences to ensure students have at least one complementary experience outside of their OSU major programs. Study abroad programs such as OSU DANCE IN DENMARK expose BFA / MFA dance students to substantive interaction with a community beyond the university, establish career contacts and networking options, and provide an opportunity to embody and apply theoretical learning. Through field experiences such as studying abroad, students will gain the perspective and confidence to create a life in the dance field.

Estimated enrollment in the first year of this program can range between 6-14 students and subsequent years enrollment can range between 8-14 students. Recruitment initiatives include an information session for all dance majors during Autumn 2016 and Spring 2017 and detailed information available online at [www.dance.osu.edu](http://www.dance.osu.edu).

### **Logistical Components**

Gerlev Sports Academy is a Danish “folkehøjskole” that offers non-formal adult education. Students must be 18 and older to attend; there are no requirements for admittance and no exams. Full-time students will receive a diploma as a proof of their attendance.

Since its founding in 1938, Gerlev has been highly focused on developing and creating excitement about movement and sports. Gerlev has pioneered outdoor life as a subject and a pedagogical activity in Denmark. Since the late 1990’s Gerlev has contributed to revising the image of sports through dancing / creative movement and parkour.

Gerlev has over 40 years of experience with international students. At Gerlev one in four students has an international background, and the two main languages used in and out of classes are Danish and English.

Accommodation includes shared double dorm rooms or single rooms. Each dorm floor has shared shower facilities and additional facilities are available in the recreation buildings. Students have access to the dining hall where organic food is served morning, noon and evening. Healthy snacks are served in between the meals.

Other facilities include but not limited to laundry room, swimming pool, TV-room, computer room, studios and class rooms.

Located an hour west of Copenhagen, on the outskirts of the city Slagelse, the school is surrounded by idyllic Danish landscape. Students have access to public transportation that can take them to Slagelse or Copenhagen.

OSU DANCE IN DENMARK tour leader is responsible for program planning and will be in ongoing communication with the Gerlev administration as it will take care of student payment and dealing with all IN-COUNTRY contacts beyond the host institution.

Gerlev Sports Academy is partnering with Southern Danish University – CISC (Centre for Sports, Health and Civil Society) and NUMO (National Development Center Against Obesity). For more information visit the school’s website [www.Gerlev.dk](http://www.Gerlev.dk)

For more information about what a Danish “Folkehøjskole” is click [here](#)

Health, welfare, safety and security



Regarding health, welfare, safety and security in Denmark, students will be in traveling in “low-risk” areas for the majority of the program. There are three environments with which the students will engage:

- Gerlev Sports Academy: students’ safety, security and welfare will be well taken care of here. Students [OIA and parents] can contact tour leader or Gerlev Sports Academy office 24/7 to receive assistance.
- Copenhagen: students will stay with approved host families via the US Embassy in Copenhagen. While Europe is on general terror alert, Copenhagen is not on any warning list currently. However, students must follow specific safety and security guidelines during our 4-days stay in Copenhagen; e.g. always be two or more students together when exploring the city individually, only use government approved public transportation, always carry a city map and host family’s address and contact info (in addition to tour leader’s contact information).
- 3) LANDSSTÆVNET: students will be staying at approved festival accommodation for international guests (local school or hostels). While there will be thousands of people at all ages participating, safety has never been an issue at during this particular event. Security issues such as personal belongings: students will be responsible for making sure they don’t leave anything unattended. Students will only bring necessary items to this event. This event is categorized as low-risk.

There are currently no DOS alert or warnings for Denmark, as well as no currently Travel Health Notice for Denmark.

Visitors from all nations are entitled to free hospital treatment or use of casualty wards if an unexpected sickness or accident should occur during a temporary stay in Denmark. The patient's home transport is covered by the treated person. If the medical facility determines that the emergency occurred as a result of a pre-existing condition, the tourist must be prepared to pay for all services received.

## **Draft: OIA Program Information Sheet**

Dance in Denmark

### **PROGRAM**

A group of six - twelve dance majors will be selected to participate in the DANCE IN DENMARK program. They will be introduced to culture, history, Danish language and contemporary art activities in Denmark as the groundwork for successful intercultural interactions.

Details for Summer 2017: Participants will experience the largest sports and culture festival in Denmark, where they will be performing at the International Gala Event and at outdoors venues in Aalborg downtown. Participants will also perform at the largest 4th of July celebration outside of the United States, which takes place in Rebild Bakker, northern Jutland.

The program\* also includes taking classes with the dance students from Gerlev Sports Academy led by a variety of instructors, rehearsals, teach workshops for different youth groups and lead/partake in weekly cultural dialog sessions with students from Gerlev Sports Academy. Students will visit historical and cultural sites, Danish beaches and other natural areas, and art events and community engagement activities.

## **LOCATIONS**

The program will take place at Gerlev Sports Academy, Slagelse and include 4-day visits to Copenhagen and Aalborg.

## **COURSES AND CREDITS**

Pre-requisites: Students will be required to enroll in a TBD course.

## **ACCOMMODATIONS**

Students will be placed in double dorms rooms while staying at Gerlev Sports Academy, at host families while staying in Copenhagen and in large group dorms while visiting Aalborg.

## **PROGRAM COSTS**

Students are responsible for paying The Ohio State University tuition plus a \$TBD program fee.

## **APPLICATION INFORMATION**

Applicants must submit the Office of International Affairs Study Abroad Application online.

Please note that upon application a \$150 application fee will be assessed to your Statement of Fees and Accounts. The application fee will be refunded only if you are not accepted or submit a written request to withdraw your application prior to the application deadline.

## **SCHOLARSHIPS**

Students should begin researching **funding opportunities** before they have been accepted into a study abroad program. **Grants and Scholarships** deadlines may occur before the study abroad program application deadline

## **SPECIAL PETITION PROCESS**

In the event that a U.S. Department of State travel warning is issued for this country, study abroad will be possible only by special petition.\* If a travel warning exists at the time of acceptance, the petition must be included as part of the program acceptance

materials. If a travel warning is issued after acceptance to the program, participants will be asked by their Office of International Affairs study abroad coordinator to submit a petition at that time. All petitions are reviewed by the International Travel Policy Committee and subject to approval by the Provost.

## **ELIGIBILITY**

In order to be eligible to apply for this program, students must audition and be selected by the OSU Dance department, and meet OIA's **General Eligibility Requirements** and **Conditions for Participation**. All students will also be required to participate in on-campus pre-departure orientations organized by the Office of International Affairs.

## **Passports**

Passports are required for every Ohio State study abroad program. For many study abroad destinations, passport information is required to apply for an entry visa (as early as 6 months prior to departure). For information about applying for a passport, go to [travel.state.gov](http://travel.state.gov).

## **Websites**

Department of Dance: [dance.osu.edu](http://dance.osu.edu)

Ohio State Funding Opportunities: [oia.osu.edu](http://oia.osu.edu)

U.S. Department of State: [travel.state.gov](http://travel.state.gov) (travel warnings/country specific information)

Centers for Disease Control: [cdc.gov/travel](http://cdc.gov/travel) (geographic health recommendations)

## **Contact Us**

Information about Getting Started sessions and study abroad coordinator advising hours can be viewed at <http://oia.osu.edu/study-abroad.html>. Questions about study abroad programs can be directed to [abroadadvisor@osu.edu](mailto:abroadadvisor@osu.edu). The Office of International Affairs is located in Oxley Hall, 1712 Neil Avenue.

*\*Ohio State reserves the right to change without notice any statement contained herein, concerning but not limited to rules, policies, tuition, fees, curricula and courses. In the event of an issuance or change to an existing U.S. Department of State Travel Warning, CDC Travel Health Notice or other risk designated criteria, the Office of International Affairs reserves the right to cancel any program prior to departure or while in progress. Discrimination against any individual based upon protected status, which is defined as age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, or veteran status, is prohibited.*

## **PROGRAM HIGHLIGHTS**

### **DATES**

May 28<sup>th</sup> – July 6<sup>th</sup> 2017

### **TYPE**

OSU Sponsored

COUNTRY

Denmark

LOCATIONS

Slagelse, Copenhagen and Aalborg

ACADEMIC CREDIT

Dance

APPLICATION DEADLINE

TBD

ELIGIBILITY

Students pursuing the BFA or MFA in Dance.

Audition process and selected by the OSU Department of Dance

PROGRAM COSTS

Ohio State Tuition + \$TBD (See "Program Costs" Section for details)

CONTACT INFORMATION

Kelsey Poole (.117)

RESIDENT DIRECTORS

Ann Sofie Clemmensen

Dance

[Clemmensen.1@osu.edu](mailto:Clemmensen.1@osu.edu)

## STUDY ABROAD

## Study Abroad Program Proposal Form

The Office of International Affairs (OIA) serves as a university-wide resource for the access, administration, development and consultation, implementation, assessment and risk oversight of university study abroad programming. We look forward to assisting each Ohio State college reach its study abroad goals through the development of affordable programming that is of high academic quality and curricular relevance. Please review the pre-proposal information at [go.osu.edu/studyabroadpreproposal](http://go.osu.edu/studyabroadpreproposal) before completing this form.

The new program approval and development process is designed to promote and maintain the integrity of Ohio State study abroad programming. New study abroad programs are initiated through submission of this form and all requested materials to OIA. Prior to submitting the proposal, you are required to schedule an in-person meeting with Jeannie Simmons, associate director of education abroad, and the [education abroad liaison for your college](#). Please note that OIA reviews proposals for risk, feasibility and other aspects of implementation only. OIA approval is always contingent upon appropriate curricular and fiscal approval(s) in the sponsoring college.

Please send this form with requested signatures and all required materials to Jeannie Simmons ([simmons.272@osu.edu](mailto:simmons.272@osu.edu)), associate director, Study Abroad, Office of International Affairs.

Proposal deadlines vary by term:

- **Summer-** February 1 of the previous academic year
- **Spring-** (including spring break programs) and May programs attached to spring semester course: December 1 of the previous academic year
- **Autumn-** (including winter break programs) July 1 of the previous academic year
- **May-** "stand alone" programs – February 1 of the previous academic year

**Program Information**

Proposed Program Title:

OSU Dance Denmark

Program Dates: 5/28/17-7/6/17 Program Country: Denmark Program City: Slagelse

Name and Website of Host Institution:

Gerlev Sports Academy

**Program Term**

Summer 20 17

Autumn 20     

Winter Break 20     

Spring 20     

Spring Break 20     

May 20     

**Program Type** (visit [oia.osu.edu](http://oia.osu.edu) for details)

OSU Sponsored

Third Party Provider/Direct Enroll

Student Exchange

### Instructor Information

Name: Ann Sofie Clemmensen Employee ID: 200086932

Academic Appointment and Department:  
Visiting Assistant Professor - Dance

Email: clemmensen.1@osu.edu Phone: (614) 292-7977

Department Head Name and Email:  
Susan Hadley - hadley.4@osu.edu

### Course Registration and Credit

Indicate the course information in the chart below and attach an additional sheet if more than two courses will be offered.

Dept. & Course #	Title	Undergrad Credits	Graduate Credits	GE category if applicable
<i>ARCH 4150 (example)</i>	<i>Architecture in Athens &amp; Nicosia</i>	3	3	No
DANCE 5798	Study Tour: Dance in Denmark	1	1	

Respond to each of the following points on a separate sheet of paper. Attach to your proposal along with supporting documentation.

### Academic Components

1. Include a draft syllabus and a preliminary list of lectures, excursions and cultural visits. The syllabus should define the program in terms of program subject matter, learning objectives and instructional models. Describe the primary student audience for the proposed program and eligibility requirements. Estimate likely student enrollment initially and in subsequent years. Provide a description of the plan to be used for student recruitment.
2. Include a detailed rationale for the number of credit hours to be offered. Please refer to the Credit Allocation Guidelines: [oia.osu.edu/faculty-resident-directors/credit-allocation-guidelines.html](http://oia.osu.edu/faculty-resident-directors/credit-allocation-guidelines.html).

3. Describe the primary student audience for the proposed program, eligibility requirements and how this program complements other existing programs in the academic unit. Estimate likely student enrollment in the first and subsequent years. (Note: most programs are based on a minimum of 12 students. Provide a description of the plan to be used for student recruitment.)
4. Address how students can apply the credit toward their academic progress and how the program maps to the undergraduate or graduate curriculum of the sponsoring department. Has the coursework been submitted for review through the established curriculum approval process in your college?

### **Logistical Components**

1. For programs based at a host institution, provide an overview of the host institution with particular attention to prior experience in study abroad, host institution facilities and services, logistics, planning and administration. For programs not based at a host institution, provide an overview of the in-country arrangements and general program environment. Provide information on accommodations, meals and group meeting space.
2. Address issues of health, welfare, safety and security of students in the program environment and in any cities and/or rural environments where the program will take place, taking the following into consideration:
  - a. Is there a current DOS Alert or Warning for the country?  
[travel.state.gov/content/passports/english/alertswarnings.html](http://travel.state.gov/content/passports/english/alertswarnings.html)
  - b. How does the program location and logistical details address concerns in the Safety and Security, Health and Travel and Transportation section of the Country Specific Information?  
[wwwnc.cdc.gov/travel/destinations/list](http://wwwnc.cdc.gov/travel/destinations/list)
  - c. How does the program location and logistical details address travel health issues cited by the CDC? [wwwnc.cdc.gov/travel/destinations/list](http://wwwnc.cdc.gov/travel/destinations/list)
3. Provide a draft OIA Program Information sheet for the proposed programs. Examples can be viewed at [oia.osu.edu/getting-started/search-programs.html](http://oia.osu.edu/getting-started/search-programs.html).

**Required Signatures**

Department Chair (or designee)

DocuSigned by:  
Susan Hadley Signature/Date 7/18/2016  
4C4AE4798DE2448...

College Dean (or designee)

com.apple.idms.appleid.prd.724  
c2b4f5a71326a7777875594958  
526d6e4e4162773d3d  
Signature/Date

Education Abroad Liaison

com.apple.idms.appleid.prd.724c2b4f5a71326a7777875594958526d6e4e4162773d3d  
rd.724c2b4f5a71326a7777875594958526d6e4e4162773d3d  
72875594958526d6e4e4162773d3d  
Digitally signed by  
com.apple.idms.appleid.prd.724c2b4f5a71326a7777875594958526d6e4e4162773d3d  
DN:  
c=us, o=com.apple.idms.appleid.prd.724c2b4f5a71326a7777875594958526d6e4e4162773d3d  
Date: 2016.07.15 12:49:13 -0400  
Signature/Date

College Fiscal Officer

John Nisbet Signature/Date

Through submission of this form and attachments to the Office of International Affairs, the sponsoring college indicates its commitment to develop the program plan and budget.