Guidelines and Procedures

In September 1987 the Board of Directors of the Rhode Island College Foundation approved the following statement to describe the criteria to be used in selecting recipients for awards from the Ridgway F. Shinn Jr. Study Abroad Fund. Applicants should consider the following criteria in shaping proposals:

1. Applications may be submitted to the Awards Committee by any undergraduate student in any field of study who is in good academic standing. Applicants will have completed 30 credit hours at Rhode Island College by the time they apply. EXCEPT for transfer students who will have earned 30 credit hours by the end of the semester in which the proposal has been submitted. The terms “academic standing” and “semester” are used as defined in the Student Handbook.

2. Applications will be due in the Department of History on the second Monday of January annually.

3. Students would be well advised to consult with the director of Study Abroad at Rhode Island College and also with faculty members in their principal field of study as they develop a proposal.

4. The application consists of a written proposal that includes:
   a. A statement of rationale with an indication of where the proposal relates to the student’s field(s) of interest or of study at Rhode Island College.
   b. A specific plan for a minimum of three months and a maximum of twenty-four months of study abroad.
   c. Letters, as appropriate, to indicate access to persons, institutions, and libraries essential to the study.
   d. Three letters of support from faculty at Rhode Island College.
   e. An estimated budget that indicates the specific request from this fund and the source or sources for the balance.
   f. Authorization to obtain a copy of the applicant’s official transcript and an applicant’s financial aid applications and records.

5. Students must be available in February for an interview with the Awards Committee.

Authorization

☐ I grant permission to the Awards Committee to obtain a copy of my official transcript.

☐ I grant permission to the Awards Committee to check my financial aid applications and records.

________________________________________  __________________________
Signature of applicant                                Date
Personal Information

Social Security No. ___________________________ Date of application ________________

Date received _____________________________

Name ___________________________

Last _______ First _______ Middle Initial _______

Home mailing address ________________________________________________________________

No./Street ________________________________________________________________

City/Town __________________ State _______ Zip Code ___________

Telephone Number ___________ E-mail Address __________

Major/minor/concentration of study __________________________________________________

Credit hours completed __________

G.P.A. ________

Anticipated date of graduation ________

The Proposal

1. **Description of Proposal**: Please write an essay in which you describe what it is you propose to do and **attach it** to this application. Your proposal must include clear answers to the following questions:

   What is the proposal? What is its scope? What are its principal purposes? How did you become interested in this? How does this relate to your interests, field(s) of study? How does this relate to your major or minor or concentration? Where, when, and how will you undertake to carry out this proposal? Have you made preliminary inquiries and, if so, with what result? (Please attach copies of correspondence.) What is the calendar and is it workable? Will this proposal require you to have facility in a language other than English? If so, do you have competence?

2. Please attach a working bibliography or list of sources, when appropriate.

3. Please attach a statement from the director of the Records Office about how credit for this proposal will be handled on your permanent record.
Summary of Proposal

(About 100 words)

References

1. Please ask three persons to submit letters in support of your proposal. Letters of recommendation should be written on Rhode Island College stationery and sent to the chair of the Awards Committee in a sealed envelope. One letter must be from the chair or chair’s designee in the department in which you are majoring or doing your principal work. A second letter must be from the faculty member with whom you worked most closely in developing this proposal and in planning how to integrate it into your principal field of study. A third letter should be from a faculty member who knows your work.

2. Please indicate the names of the persons whom you have asked to write references:

Reference #1

Reference #2

Reference #3

Calendar

Date of departure ____________ Length of study ____________ Return date ____________
Budget

In developing this budget, be certain to consult with the Office of Student Financial Aid at Rhode Island College. Also, you should consider your normal semester’s or term’s or year’s tuition as the base which you would usually be expected to fund. You should provide as much documentation as possible to support the budget.

Expenses

Transportation (return air) ...................................................... $________
Tuition fees ................................................................. $________
Entrance fees ............................................................... $________
Local bus/transport (related to proposal) .................................. $________
Travel inside country (related to proposal) ................................ $________
Housing/lodging .......................................................... $________
Board/food ................................................................. $________
Materials/books ........................................................... $________
Miscellaneous (specify) .................................................... $________
Clothing, laundry ........................................................ $________
Total estimated expenses .................................................. $________

Anticipated Income

Savings available ............................................................ $________
Scholarships ................................................................. $________
Financial aid package ...................................................... $________
Parents’ participation ....................................................... $________
Other ............................................................... $________
Subtotal ................................................................. $________
Amount requested from Study Abroad Fund ......................... $________
Total estimated income .................................................. $________

Endorsements

______________________________________________________________ Date
Principal faculty member

______________________________________________________________ Date
Director of Study Abroad

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