

# Bishop Summer Study Abroad Prize

## Description and Application Directions

Application Deadline: **3pm, FEBRUARY 15, 2018**

Turn all materials into the FASA Office, Room 319 in the Center for Student Services.

***Please follow these directions when preparing your application:***

- ***Only hard-copy applications will be accepted. Do not email any part of your application.***
- ***Do not staple pages together, only use paperclips.***
- ***Print only single-sided. NO double-sided documents will be accepted.***
- ***Put your name in the upper right hand corner of every page of the proposal.***
- ***Put the page number in the lower right hand corner of every page of the proposal.***
- ***Reference forms and letters can be hand-carried by the applicant, but they must be in a sealed envelope with the letter-writer's signature on the seal or sent through the mail to the FASA office, MC 319-87.***

The Amasa Bishop Prize funds students to study abroad during the summer months in an **organized** study abroad program for two up to ten weeks. Programs should be run by reputable universities, non-profit or private-sector organizations. No independent, self-designed study or research is eligible nor does this prize fund internships. The Amasa Bishop Prize was established by the Bishop family in honor of Dr. Amasa Bishop, who graduated from Caltech with a B.S. in physics in 1943. Dr. Bishop served as Chief of the U.S. Atomic Energy Commission's Controlled Thermonuclear Branch and went on to become the Atomic Energy Commission's European Scientific representative. This prize honors Dr. Bishop's understanding of the need for scientists and engineers to gain exposure to international issues and cultures.

Previous winners have spent two weeks studying the language and culture in the changing technological landscape of Japan, six weeks immersed in French life, and four weeks exploring the natural wonders and underlying geology of Tibet and Nepal. More examples of the types of study supported by the Bishop prize are available in the FASA Library and can be reviewed during regular office hours.

### **Applicant Requirements:**

1. Current Freshmen, Sophomores, or Juniors with a 2.8 and above GPA may apply and must be enrolled at Caltech for the winter and spring term of the current academic year.
2. Applicants must be in good standing – no disciplinary problems or ongoing issues. Applicants may not be on leave from Caltech for the current year or fall following the summer abroad.
3. U.S. citizens, permanent residents and international students may apply. Note applicants cannot study in a country in which they hold citizenship or are a permanent resident.
4. Students must be at least 18 years old at time of application.
5. Only individuals may apply (no pairs).

Students apply for funding for a summer study abroad program of their own choosing. There are two prize options, and two to six prizes are usually awarded each year.

**Long Term Option:** This prize option will fund study in an approved program for **5 to 10 weeks**. Applicants should propose a budget not to exceed \$8,000. The budget must cover costs specifically related to the program's fees, travel to the program, room/board expenses, local travel, and personal expenses such as laundry. Items such as cell phone costs or equipment should not be included. One to two prizes will be available each summer. This option is intended to be the major focus of the applicant's summer. Note that for the Long Term Option it is possible to combine two study programs, e.g. two weeks of language study followed by four weeks of a subject program. However, the programs must be in the same country, but can be in different cities and may have a **maximum** of a week's break between the end of the first and start of the second program.

**Short Term Option:** This prize option will fund **2 to 4 weeks** of summer study abroad in an approved program. Applicants should propose a budget not to exceed \$4,000. The budget must cover costs specifically related to the program's fees, travel to the program, room/board expenses, local travel, and personal expenses such as laundry. Items such as cell phone costs or equipment should not be included. One to four prizes will be available each summer. This option can be done before or after a summer research position or summer job.

### **What the Bishop Prize Covers:**

Roundtrip airfare and all tuition fees and living expenses as proposed in the student's budget request (see application procedures below), up to the maximum amounts specified in the Long-term (\$8,000) and Short Term (\$4,000) options. The Bishop Prize covers all approved costs after a winner(s) is selected. No expenses are ever reimbursed or refunded to students including ones made in advance, i.e. any application fees, program deposits, or other registration costs.

Within this budget, applicants can request funds for travel within the country of their study program. The awarding of such additional funds is at the discretion of the selection committee. Travel can be done before or after the study program for up to seven days total not including departure day. The seven days do not need to be consecutive (e.g., prize recipients can take two days before and five days after, or four days before and three days after, etc.), but total travel cannot exceed seven days, and must be within the chosen country of the study program. The seven days do not include formal trips arranged by the study abroad program or weekend trips during the period of study sponsored by the program. In lieu of or in combination with funds for travel before or after, students can request funds for independent weekend trips that are not part of the official program.

We do not guarantee funds for travel. Students may propose it, but it may or may not be awarded.

A complete and detailed budget that breaks down the cost of the program into components such as tuition, fees, meals covered, additional meal costs, estimated round-trip travel, and books is required. See detailed application information below.

Note that Bishop funds cannot be used to pay elective personal costs such as cell phone rental or charges or to purchase equipment such as cameras, travel guides, etc. Bishop funds do not cover costs associated with the following: visas, passports, inoculations, health insurance, souvenirs, etc. Airport transfer transportation funds may be granted if funds allow.

Also note that travel before or after the program funded by the Bishop should be done independently (i.e., students cannot meet up with friends or family to travel together, students cannot have a girlfriend or boyfriend join them for travel, etc.). All travel funded by the Bishop Prize should be for the purpose of self-education and students are expected to return home or to Caltech after travel if such travel occurs at the end of the program.

### **Application Procedures**

1. **Application Part I and Part II** (available in our office and online) must be completed as well as submitting the proposal and the detailed budget proposal form. These sections require the applicant to provide the name of the program, country and city of study, sponsoring organization/university, start and stop dates, fees, site of study, host university, type of living accommodations, etc.
2. Students must submit the **Detailed Budget Proposal Form**, Application Part II.
  - Submit a separate, itemized budget lines for airfare, program tuition, room, board/food, living expenses (such as laundry), local travel, etc.

- Note that travel before or after the program (max of 7 days) should be detailed and an itinerary submitted with a specific budget provided in the proposal. Note well that such travel may not be funded by the committee.
  - Also note, students must breakdown the *program cost* into components such as meals, tuition, fees, excursions, etc. by location giving a total and daily cost. If this information is not listed on the program's web site, then telephone them or email them to obtain it.
  - Do not supply a summary figure. Specify each expense. Students will also **provide a grand total for the budget request**.
  - Note that it is important to obtain cost information or estimates for the coming summer – do not base the budget on the previous summer's costs. Contact the prospective program to obtain the costs for this summer.
  - Airfare can be estimated based on an online search. Please provide an average of three airfares, i.e., not only the lowest airfare, because such fares may not be available come time of purchase. Select three of the lowest nonstop or 1 stop fares to find the average.
  - Students must show in their budgets the exchange rate at the time of submission, as well a quote of the highest, lowest and average exchange rates over the past 12 months. Students should be aware that a fluctuating exchange rate can significantly affect their travel plans!
3. Applicants must write **an essay** describing why he/she is seeking this experience. The applicant's goals should reflect the ideals of Dr. Bishop and reflect in some way his interests in the importance of global interaction and experience, the environment, and his love of science. An article on Dr. Bishop is also available in our office.

Applicants should also describe their proposed program of study, the number of weeks of the program's duration and what they hope to gain from the summer intellectually and personally. Applicants should comment on how the program will enhance or positively impact their academic and/or career goals. Programs with a language component need to have one paragraph about how the applicant will continue that language learning afterwards. Essay should be a maximum of 1page, no pictures.

**STUDENTS MUST ALSO SUBMIT A COPY OF THE PROGRAM BROCHURE PDF OR PRINTOUT OF THE WEB PAGE THAT PROVIDES INFORMATION ON THE PROGRAM AND A GOOD DESCRIPTION OF WHAT THE PROGRAM ENTAILS AS WELL AS PROGRAM COSTS.** Applicants must highlight the specific program details that are being proposed such as cost, dates, length, housing options, etc. Books reviewing study abroad programs and travel are available in our office library. Also, students can use <http://www.iiepassport.org> to search for study abroad programs. Applicants can also find information on student and budget travel on the FASA website: <http://www.fasa.caltech.edu> — select *General Travel Information*.

4. **A current transcript** from Caltech and any other university at which the applicant has been a full-time student must be submitted.
5. **Two letters of reference** are required from Caltech faculty, lecturers, instructors, graduate TA's, postdocs, or administrators. Reference forms are available in the FASA office and on the FASA website. Peer references or references from family or friends are not allowed.
6. Proposals must be applicant's own work and words, not copies of other itineraries, unless properly citing other sources. Plagiarism of any kind anywhere in the application will lead to automatic disqualification.

### Program Requirements:

1. Applicants may only apply for formal programs – no independent study is allowed. The Bishop Prize can only be used for classroom based or structured learning study abroad programs sponsored by bona fide universities, language schools (e.g., Languages Abroad — <http://www.languagesabroad.com>), or non-profit education organizations such as the Institute for International Education (see the IIEPassport link above).
2. Programs must be academic.
3. No language pretest as part of the application process are allowed. Applicants must be qualified for the program they are applying to.
4. The Bishop must be the applicant's **primary summer activity** for the *Long Term Option*.
5. The Bishop Award cannot be held in conjunction with a Caltech SURF, *unless* the study period is before or after the SURF or the mentor allows the applicant to take a leave from research for the study period. Applicants should explain this in their proposal and obtain an email or letter from their SURF mentor explaining the terms of the leave.
6. As explained in the directions, students must provide a budget. If current cost information is not available, information from the previous summer with an estimate (obtained directly from the program organizers) should be submitted. Applicants are advised to call programs if they cannot find information online or obtain it via email.
7. The proposed program must provide housing organized by the program. Housing can be in dormitories, home stays, apartments or hotels. Housing arranged by the student will not be allowed. Homestays must be organized through the official program.
8. The proposed program must have at least four hours of daily academic activities, e.g., classes, fieldtrips, lectures, etc.
9. Language study must be a component of the program in countries in which English is not one of the official languages. Exceptions might be made for archaeology or field programs that have a strong cultural component. Also, STEM programs are permitted as long they have a language or cultural component. Students may study in an English-speaking country, but program must have a strong cultural component to their program, e.g., by taking classes in literature, politics, history, etc.
10. Language study must be administered by the program. Self-arranged tutoring is not allowed. Daily language study is preferred, but if a student is taking several other classes, a minimum of eight hours of instruction per week is required. If language study is the main focus, at least four daily hours of active instruction are required.
11. Students may combine two programs if they would like to extend their stay in a country, or if they need to add a language component to another program. For example, a Spanish history program that does not offer Spanish language instruction would require the student to enroll in another program that requires 8 hours of language a week.
12. Summer programs must start after the end of Caltech's third term. Programs cannot go beyond the start of the fall term.
13. Programs are not allowed in countries that have an official state travel warning. For a list of countries currently under warning, go to: <https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html>.
14. The study program, aside from the language/cultural requirements, may have study in areas such as economics, public policy, environment, science or engineering, architecture, photography, fine arts, anthropology, sociology, psychology or history. Courses in science, engineering, or mathematics are allowed provided they are secondary to the cultural component of the proposed study program.
15. Applicants are required to take classes for a grade or other assessed mark versus pass/fail, unless the classes are only taught pass/fail. Information on the grading scheme must be provided.
16. Students should provide information on whether the program grants credit and any credit fees or requirements. The Bishop does not in any way require classes to be taken for credit and such credit may not be transferrable to Caltech.

17. Bishop Prize holders are required to be in regular email contact (weekly) with the Study Abroad Office during the academic component of the prize.
18. At the completion of the trip and within two weeks of the end of the program, a report must be submitted detailing the experience that includes a detailed budget, description of the program, and activities. It is the responsibility of the prizewinner to report what they did and what they learned from the experience abroad. Examples of such reports can be found in the Fellowships and Study Abroad Library.
19. Winners will also be required to either participate in the Bishop Information Session in the January following their Bishop study.
20. The Bishop prize cannot be deferred and winners are only allowed to utilize it for the summer they have won.
21. Any programs that require exams for admission or an application before the Bishop winners are announced in spring, are not allowed.
22. Students may request funding for weekend travel, not sponsored by the program or for pre or post program travel up to a maximum of seven days. This includes any funding request for weekend travel. Note that any Bishop funded travel must be done in the country in which the applicant chooses to study.
23. **Students may not use personal funds to contribute to tuition or any other program costs. Students may spend a maximum of \$100 a week to cover personal expenses or tourist related travel.**
24. At the end of the program, students are required to submit a transcript, certificate or official letter sent from the program to the FASA office showing that they have satisfactorily completed the program.

**25. CAVEATS:**

- The Bishop does not fund internships, work, research, or volunteer experiences of any kind.
- The Bishop does not fund adventure/tourist travel such as Semester at Sea
- The Bishop does not fund sports activities or programs, e.g., sailing camp, hiking camp, dance programs, etc.
- The Bishop does not fund skill development programs such as strength training, cooking, etc.
- The Bishop does not fund contests or competitions.
- Students cannot solicit or obtain funding from any other funding source to fund any aspect of their activities or study program.
- Students are expected to return to a U.S. destination at the end of the Bishop period.