

# Bishop Summer Study Abroad Prize

## Description and Application Directions

**Application Deadline: 3pm, March 1, 2023**

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

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

- **All application materials must be submitted as one continuous PDF**
- **Assemble your application in the order of the Bishop Checklist (available on the FASA website)**
- **Title your application document First name.Last name (Sara.Smith)**
- **Type your name in the upper right-hand corner of every page of the proposal.**
- **Type the page number in the lower right-hand corner of every page of the proposal.**
- **Email all materials to the Fellowships Advising & Study Abroad Office: [SAapplications@caltech.edu](mailto:SAapplications@caltech.edu)**
- **Reference forms and letters need to be emailed directly from the recommender, submitted to [SAreferences@caltech.edu](mailto:SAreferences@caltech.edu).**

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. Some study abroad programs may have higher GPA requirements.
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.

This prize will fund study in an approved program for 2 to 10 weeks. Applicants should propose a budget not to exceed \$7,000. The budget must include airfare, fees, housing, and all other costs. If proposing a trip for 5 weeks or longer, this is intended to be the major focus of the applicant's summer. Note that 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. This option can be done before or after a summer research position or summer job. One to two prizes will be available each summer.

### **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 \$7,000. 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 after the study program for up to five days total not including departure day. The five days do not need to be consecutive, but total travel cannot exceed five days, and must be within the chosen country of the study program. The five 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. You may propose weekend trips or up to 5 days of travel after your program ends, but it may or may not be awarded. All applicants must return to Caltech by the day prior to the start of fall instruction.

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. Some programs offer transport for a fee to the program and sometimes for the return. Applicants may include this, but if the price is out of line with a dedicated airport to city bus or train or a taxi or similar service, it may not be granted. Check prices on airport to program transfer not through the program. They tend to make a profit on such services.

Also note that travel 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 to the US, their home country if resident abroad or to Caltech by the day prior to the start of instruction 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 after the program (max of 5 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 you 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. You will **provide a grand total for your budget request**.
  - Note that it is important to obtain cost information or estimates for the coming summer – do not base your budget on the previous summer's costs. Contact your 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 you find, because such fares may not be available come time of purchase. Take your airfares to the point prior to booking when estimating fares to make certain that taxes are included in the estimate. <https://www.valuepenguin.com/taxes-raise-international-airfare#:~:text=Taxes%20constitute%205%25%20to%2050,the%20country%20you%20travel%20to.>
  - 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 they are 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.
4. **YOU MUST ALSO SUBMIT A COPY OF THE PROGRAM BROCHURE OR THE WEB PAGE THAT PROVIDES INFORMATION ON THE PROGRAM AND A GOOD DESCRIPTION OF WHAT THE PROGRAM ENTAILS AS WELL AS PROGRAM COSTS.** Books reviewing study abroad programs and travel are available in our office library. Also, you can use <http://www.iiepassport.org> to search for study abroad programs. You can also find information on student and budget travel on the FASA website: <http://www.fasa.caltech.edu> — select *General Travel Information*. If current information is not available, information from the previous summer with an estimate (obtained from the program organizers) should be submitted. Applicants are advised to call programs if they cannot find information online or obtain it via email.
5. **A current transcript** from Caltech and any other university at which the applicant has been a full-time student must be submitted. Any leave of absence or gap in the transcript should be explained.
6. **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.
7. Proposals must be applicant's own work and words, not copies of other itineraries, unless properly citing other sources.

### **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 agencies such as the Institute for International Education (see the IIEPassport link above).
2. Programs must be academic.
3. The study program must be in one country only.
4. The Bishop Award cannot be held in conjunction with a Caltech SURF, unless the study period is before or after the SURF or your 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. As previously stated, Bishop recipients cannot simultaneously hold a Bishop Award and another award funding summer study or travel.

5. Students may propose travel for a maximum of 5 days after the program ends. Students may request funds for weekend travel arranged by the program or day trips within the program city, which will not count towards the 5 day after trip maximum.
6. Note that any Bishop funded travel must be done in the country in which you choose to study.
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. No housing with relatives or friends.
8. The proposed program must have at least four hours of daily academic activities, e.g., classes, fieldtrips, lectures, etc., including at least 50% language instruction. Program must have at least 10 weekdays of instruction, not counting the arrival and departure days.
9. Language study must be a component of the program in countries in which English is not one of the official languages. Exceptions will be made for archaeology related programs. Also, some field programs or science/technology programs are permitted if a cultural and language component is part of the program. Students may study in an English-speaking country, but the program must have a strong cultural component to their program, e.g., be taking classes in literature, politics, history, etc., of that country. NO internships are allowed!
10. Language study must be offered and administered by a program – not self-arranged tutoring. 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 focus, at least four daily hours of active instruction are required.
11. Students may combine two programs in a country or if they need to add a language component to another program. But, they must have at least 10 hours a week of language instruction at a time that does not interfere with their other program. The language program must run concurrently with the other program. It cannot be virtual. Such costs must be within the maximum budget rules.
12. Faculty-let programs run by U.S. universities are not allowed.
13. Students may not solicit or obtain funding from any other funding source to fund any aspect of their activities abroad as a Bishop Prize winner. Students may not use personal funds to contribute to tuition, any other program costs, apart from activities or day/weekend trips offered officially by the program and not proposed in their budget. Students may provide a maximum of \$500 to cover personal expenses, but those funds cannot be used for additional travel. Air miles may be used to supplement or pay for travel. Students may not combine the Bishop with funds from another grant or prize, e.g., the Studenski, Housner Fund, etc.
14. Some summer programs begin as early as late May, but these are not allowed, as study cannot conflict with the end of Caltech's third term. Programs must end in time for the student to return to Caltech one day prior to the start of the fall term. Students may not apply to programs that require a language placement test in order to be admitted. Nor are they allowed to apply to programs in which they engage in any aspect of the program before the start of their Bishop. This includes pre-departure modules, a class during Caltech's term, or applying to the program before the Bishop decisions are made.
15. Note that students may not do internships that are equivalent to work experience and work in for-profit organizations is never allowed. Some programs offer a field or applied component that is more akin to a structured learning experience should submit a complete hard copy description to FASA as part of their application and clearly describe what the field or experience entails and clearly indicate why this aspect of the proposed program is academic in nature and not a work experience.
16. The program may be in any country of the world including English-speaking countries. Only countries with level 1 or 2 on the travel advisories page by the Department of State are allowed. For a list of countries and their current advisory level, go to: <https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html/>.
17. Destination country must not require a quarantine upon arrival of more than 3 days.

18. 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.
19. While students cannot take classes for credit, they are required to take them for a grade or other assessed mark versus pass/fail, unless the classes are only taught pass/fail. A discussion of the grading must be made in their proposal with a list of the options from the program's website or email.
20. Students should provide information on whether the program provides credit automatically if a student wishes to transfer credit, if there is any fee for taking a class for credit, if the fee is required regardless of the student's intention to transfer or not to transfer credit to CIT, the amount of the fee, and if such a fee can be waived.
21. 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.
22. The Bishop Award cannot be used to fund work, work-oriented internships, research, self-designed study programs, or volunteer work.
23. Bishop Prize holders are required to be in regular email contact (weekly) with the Study Abroad Office during the academic component of the prize. A weekly update is sent to the FASA director.
24. 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 his or her time abroad. Examples of such reports can be found in the Fellowships and Study Abroad Library.
25. Winners will also be required to either participate in the Bishop Information Session the following year or write an article upon their return.
26. Any independent travel proposed and awarded must be solo travel. Students are not allowed to join friends and travel with them with prize funds or personal funds.