



# CUSTOMIZED PROGRAM PROPOSAL



University of Tennessee Chattanooga  
Spanish Culture & Afro-Cuban Literature in Havana, Cuba  
March 6-14, 2020 (or March 7-15, 2020)  
Prepared for Laura Livermore on July 31, 2019  
Proposal expiration date: October 31, 2019

# Program Details

Overview: This proposal is for a customized program based in Havana, Cuba. The proposal lists included program support services and an itinerary customized with academic and cultural activities to support your program goals.

Cuba Requirements: API will be offering this program in accordance with OFAC Regulations, code 515.565. The students must be enrolled in a course for credit or involved in a structured educational program.

Program Name: Spanish Culture & Afro-Cuban Literature

Program Dates: March 6-14, 2020 (or March 7-15, 2020)

Enrollment: Minimum of 10 students required

Student Program Fees:

Student Program fees including provisions for 1 faculty leader:	Student Program fees including provisions for 2 faculty leaders:
10-14 Students: \$2,650	10-14 Students: \$2,825
15-19 Students: \$2,450	15-19 Students: \$2,550
20-25 Students: \$2,350	20-25 Students: \$2,425

Program fees are guaranteed for Summer 2020 regardless of currency conversion fluctuations.

What's Included:

## *Pre-Departure Services*

- Austin-based API Program Manager assigned to your program to coordinate the program development and pre-departure process
- Student and faculty pre-departure orientation materials including logistical and cultural information
- Online forms collection including medical information, emergency contacts, and flight details

## *Airfare*

- Round-trip airfare on one group flight for Chattanooga or Atlanta-Havana-Chattanooga or Atlanta will be organized by API.
- API will request group flight quotes for both Chattanooga and Atlanta departures and provide options and costs to UT Chattanooga.
- Airfare is not included in the student program fees quoted above and will be added onto the program fee at the time of billing.

## *On-Site Academic and Logistical Support*

- API on-site Resident Director to book, implement and oversee program activities and excursions and serve as an emergency contact available 24/7

- One of the most significant benefits of partnering with API is the availability of our highly trained on-site directors who specialize in minimizing risk through careful pre-departure planning and preparation. Every API Resident Director is thoroughly trained in emergency response and receives ongoing training and support. Once abroad, on the ground support is available to students and faculty. API Resident Directors are available 24/7 in the event of an emergency and are ready to enact emergency action plans when necessary.
- One group airport pick-up in Havana and one group airport return in Havana
- API cultural, health, and safety orientation upon arrival, with materials provided, including: On-Site Orientation Handbook (including an itinerary and map), emergency phone card, emergency contact card and instructions
- Group welcome meal and group farewell meal
- Bilingual Cuban guide/translator for all guided tours, guest lectures, and cultural and academic visits
- API Program Leader, required in accordance with OFAC regulations, to accompany your group on all API arranged activities, facilitate program logistics, and serve as the faculty leader's point of contact on the ground
- Cuban medical insurance
- Cuban entry visa
- Academic visits and cultural activities, as listed in the itinerary (gratuities included)
- Overnight excursion for 2 days/1 night to Las Terrazas and Vinales, including all meals, accommodations, and transportation costs
- Student residencia housing in shared rooms
  - Within a beautifully restored home located in the Vedado neighborhood; rooms are offered only to University of Tennessee Chattanooga students and overseen by local host/host family
  - Double or triple occupancy rooms
  - Laundry service once a week
  - Daily breakfast and dinner included (breakfast and lunch only on Saturdays and Sundays). Meals are taken in the residencia dining room, which may also be used for group discussion and debriefings.

*If more than 15 students are enrolled, housing will be divided into two or more residencias (maximum occupancy of 16 students per residencia)*

*Please note that Wi-Fi is not available at most private residencias as Cuba does not yet have the infrastructure to support access in homes. Internet cards can be purchased on-site for access to the public Wi-Fi network at various Wi-Fi hotspots in the neighborhood.*

- Ground transportation via private bus on all API-arranged activities
- Post-program evaluation summary provided to university

#### *Faculty Provisions (for each faculty leader)*

- API group airport reception/return
- Accommodation in a single room with private bathroom in Havana (usually in a separate house or apartment within short walking distance to student housing), unless otherwise requested
- Daily breakfast and dinner included (breakfast and lunch only on Saturdays and Sundays)
- Cuban entry visa
- Cuban medical insurance

- Group meals
- All API-arranged academic visits, cultural activities, and excursions with students (including entrance fees, transportation, and single hotel room on overnight excursions)

Not Included:

- Any additional meals or activities not specified or listed as "not included"
- Faculty salary
- Classroom space
- Personal expenses (e.g. passport fees, luggage fees, souvenirs, etc.)

*Proposed itinerary follows. Program fee subject to change with any revisions made to the initial request. Fees and program services are guaranteed if a contract is signed and returned by 3 months from proposal sent date.*

# Proposed Itinerary

This itinerary is not authorized by our Cuban partner until the contract is signed and the program participation numbers are finalized. As such, the itinerary is subject to modifications based on availability and/or governmental approvals.

OFAC Regulations: The language in this itinerary is in accordance with OFAC requirements for educational activities.

## March 6, 2020 Friday

- AM Check-in at departure airport for group flight
- Depart for Havana
- Arrival at Jose Marti International Airport
- API group airport reception and transfer to student residencia
- PM API cultural, health and safety orientation
- Meal at Residencia
- Walking tour of Vedado neighborhood, time permitting

## March 7, 2020 Saturday

- AM Breakfast at Residencia
- Bus departure
- Old Havana tour with Cuban Professor focusing on the history of Havana through the lens of Black history and the slave trade.
- Visit to Birth Home of Jose Marti with talk on life and works of Marti
- PM Lunch in Old Havana (at students own costs)
- Visit Museo del la Revolución & Museo de Bellas Artes
- Group Welcome Dinner

## March 8, 2020 Sunday

- AM Breakfast at Residencia
- Bus departure
- Visit to Callejon de Hamel with Rumba Demonstration
- PM Lunch at Residencia (included)
- Depart Residencia for La Lanchita de Regla
- Pilgrimage from Old Havana to the Sanctuary of the Virgin of Regla.
- Visit to the Municipal Museum to learn about the importance of Regla for the Cuban Religions of African Origins
- Discussion with Guest Speaker on Santeria and Religious Syncretism
- Dinner at local paladar (on own)

## March 9, 2020 Monday

- AM Breakfast at Residencia
- Bus departure: Depart for Las Terrazas, a sustainable eco-community home to 250 families in Sierra del Rosario and the first UNESCO Biosphere Reserve in Cuba
- Arrive to Las Terrazas

Group welcome to learn about the principles, approaches and practices that serve to sustain the community and support tourism.

**Tour of Las Terrazas community and visit the ruins of a French Coffee Plantation built in 1801**

PM Group Lunch (included)

Optional swimming at Baños de San Juan or partake in optional ziplining (35 cuc fee for ziplining at student's own cost)

Depart for Viñales Valley, a UNESCO World Heritage site known for its mogotes, or spectacular dome-like limestones outcrops that rise as high as 900 feet. Crops of fruit, vegetables, coffee, and tobacco are grown by traditional methods here.

Check-in to casa particulares

Group dinner at casa particulares (included in program cost)

Overnight in Viñales

#### March 10, 2020 Tuesday

AM Breakfast at casa particulares

Visit the Cueva del Indio, one of 17 known caves in Cuba rediscovered in 1920, and take a boat ride through the subterranean river running through the cave.

**Visit to a tobacco farm with hiking or horseback riding through the mogotes**

PM Group lunch at an organic farm project (included in costs)

Depart for Havana

Dinner at Residencia

#### March 11, 2020 Wednesday

AM Breakfast at Residencia

Bus departure

Visit to Casa de Africa

PM Lunch (at students own costs)

Visit to the Literacy Museum

Visit Casa Estudios de Jose Fuster

Dinner at Residencia

Salsa Dancing Class at Residencia

#### March 12, 2020 Thursday

AM Breakfast at Residencia

Bus departure

Guest Lecture: Narrativa Cubana Actual

PM Lunch (at students own costs)

Visit to Communities in Havana with cultural projects related to preservation of AfroCuban traditions (Comparsas el Alacrán y Marqueses de Atarés, Barrio Transformation Workshops in Cerro Municipality)

Dinner at Residencia

Salsa Dancing at 1830 Club

March 13, 2020 Friday

AM Breakfast at Residencia

Bus departure

Visit Market, practice Spanish Conversation

PM Lunch at Residencia

Time for packing, individual study, and then freshening up for dinner

Farewell Dinner at local paladar (included)

Evening Fábrica de Arte Cubano to see local artists

March 14, 2020 Saturday

AM Breakfast at Residencia

Group transfer to Jose Marti International Airport

Depart Havana for the United States

*Please note that this itinerary is subject to change.*

## What's Next?

Thank you for considering API as a partner to support your upcoming program! To help give you an idea of what to expect, below we will outline the next steps for developing and implementing your program.

### Modifying the Proposal

We are happy to implement changes as necessary to ensure our proposal meets your program needs and expected outcomes. This proposal is customizable, whether you need to add additional activities, find ways to reduce costs, incorporate additional faculty leaders, or change program dates.

### Contract

Should you decide to move forward with this proposal, the contract will detail the services included in the program as well as API's financial policies, deadlines, and other terms. For Cuba programs, please note that it may not be possible to add visits and activities to the itinerary after the contract has been signed.

### Payment Schedule and Important Deadlines

Please note the following important deadlines regarding program confirmation, valid passport copies for Cuban entry visas, student forms, and university payments:

Program Confirmation Deadline: November 7, 2019	<ul style="list-style-type: none"><li>• The University will submit an initial roster of students to API. If the program does not have enough students to run, notify API in writing by this date for cancellation without penalty.</li><li>• If the program will run, API will invoice a non-refundable confirmation payment for each student on the initial roster for which the University becomes liable on this date. This payment will be applied toward the program fee assessed per student based on final student numbers.</li><li>• University will submit to API a color scan or copy of valid passport for all students and faculty.</li></ul>
Enrollment Deadline and Forms Deadline: December 6, 2019	<ul style="list-style-type: none"><li>• Last day to add/drop participants, including students, faculty or guests. Only participants who have submitted a valid passport copy to API by this date are eligible to receive a Cuban entry visa.</li><li>• API will invoice the University the program balance for each student listed on the final roster, for which the University becomes liable on this date. No refunds will be issued for any withdrawals that occur after this date.</li><li>• API will also invoice the University for a refundable security deposit.</li></ul>
Final Payment Deadline: January 7, 2020	<ul style="list-style-type: none"><li>• Full payment is due to API from the University.</li></ul>

PLEASE NOTE: API must receive all copies of valid passports at the Confirmation Deadline, so as to ensure that API can secure Cuban entry visas for program participants. We recommend advising students who do not yet have a passport or have an expiring passport to apply for first-time issue or renewal via the expedited process with the US Department of State (or corresponding foreign embassy for non-US citizens).

## Marketing and Recruitment - Let API Help You!

API is happy to help you get the word out to your school's students (and beyond!) about your program. If requested, API can design and print brochures or flyers to help you promote your customized program. Recognized for our innovative and outstanding social media presence, API is also happy to spread the word about your program to outside students via various social media outlets, as well as on our website and other study abroad websites.

## API Learning Goals

Below are API's five main goals for study abroad participants. We are committed to incorporating these goals into your customized program, when applicable.



By focusing on the goals above, it is our hope that your students will achieve the following:

### OUTCOME 1

Succeed in the host country academic environment and return home with academic credits that can be applied toward their degree.

### OUTCOME 2

Demonstrate improvements in language skills (where applicable) and a deeper understanding of the host culture.

### OUTCOME 3

Return home with a transformed view of the world and their role within it.

### OUTCOME 4

Be a more confident and informed traveler by recognizing their own role in personal safety, taking proper precautions and using available resources.

## Frequently Asked Questions

### Does API have a minimum number of students needed for a program to run?

The standard minimum to make a program economically feasible is 10 students. However, we are sometimes able to make exceptions. Running a program with fewer than 10 students may increase the per-student price.

### Can faculty or students bring guests on the program (spouses, children)?

Students are not permitted to bring guests on the program. API does not encourage faculty to bring guests either, as we find that it can often disrupt the group dynamics. However, we do accommodate spouses and family members of the faculty leaders if the institutional partner permits faculty guests on customized programs. Guests will need to submit some standard forms to API. Minor children under the age of 13 are not permitted on customized programs in Cuba.

### If the API application deadline has passed, can we still recruit students?

We are at times able to admit more students to a program after the application deadline has passed, but this depends on various factors such as housing availability and group flights. Before denying a student admittance into your program, please check with API to see if there is still room. We are always happy to welcome more participants if possible.

### Can students use our institution's health insurance coverage on your programs?

US medical or travel insurance is not accepted in Cuba. The Cuban government requires that all travelers visiting from abroad purchase travel health insurance before entering the country. Typically, US airlines flying to Cuba include travel health insurance with the purchase of airfare. If API books the group flight for your program, then API will ensure that Cuban medical insurance is provided. If API does not book the group flight for your program, then the university is responsible for verifying with the airline on whether travel health insurance coverage is included with their airfare purchase.

# Why API?

API is committed to providing safe, high-quality educational experiences abroad.

## API MISSION STATEMENT

Design and deliver international experiences that inspire learning and enrich students, partners and communities.

## API VISION STATEMENT

To lead advances in global learning.

## API CORE VALUES

Pursue your passion- We believe doing what you love can change the world.

Innovative spirit- We bring creativity, a collaborative spirit, and the resources to develop transformative and accessible experiences for students.

Individuality and diversity- We foster respect, empathy and perspective.

Learning and personal growth- We promote personal growth and learning from the world at large.

Superior service, safety and quality- We deliver exceptional experiences with student well-being as our highest priority.

Highest ethics and integrity- We are committed to honest, ethical practices and adherence to social and governmental norms wherever we operate.



ACADEMIC PROGRAMS INTERNATIONAL  
LEARNING TRANSFORMED. LIFE TRANSFORMING.<sup>SM</sup>

---

Study Abroad • Intern • Teach • Work • Volunteer • High School • Gap Year • Customized Programs

---

[APIABROAD.COM](http://APIABROAD.COM)