Faculty-Led Study Abroad Program Proposal Form

Faculty Leader: **Co-Leader Name:**

_____ _____

Department:

_____

Phone: **Email:**

_____ _____

Program Name:

_____

Program Location:

_____

Program Dates:

_____

Faculty Experience in the host country:

REQUIRED EMAIL APPROVALS

Department Chair **Date**

_____

Dean of College **Date**

_____

Please include the following information within your proposal and attach it to this form.

Goals of course:

Number of credits:

Course description (please attach a syllabus for the course):

Objectives:

How will they be met?

Itinerary/activities:

Foreign language proficiency: (Yes/No)

Expected number of participants per year:

Number necessary for program:

Annual or one-time program:

Is there financial support for this program through grant or departmental funding? If so, please specify total amount:

Is this program associated with a host university, institute, school, company, etc.? If so, please submit a host letter of agreement with this application.

Does student housing include a home stay? If so, what are your plans for communicating with host families?

Health concerns at program site:

Safety concerns at program site:

- **If approved, you will be given a faculty contract, medical forms, and emergency contact information to submit to the Office of Study Abroad.**

Initial Budget Example: Be sure to include the cost for each student. A more detailed budget will be set up later with the help of the Office of Study Abroad.

Per Person Expenses	Cost	Prepaid	Paid while abroad
Roundtrip Airfare	$		
Airport transfers	$		

Housing	$
Meals (we provide 2 per day for students)	$
In-country transportation	$
Excursion fees	$
1 extra faculty meal	$
Operations (classroom, wifi rental, etc.)	$
Other (specify)	$