Final Proposal: Faculty-led Study Abroad Program

Program Title: ________________________________________________________________

Location (city and country) of the program: _______________________________________

Name of faculty submitting proposal: ____________________________________________

College ___________________ Department ___________________ Ext. ________ Zip _______

Name(s) of faculty traveling with the group: _________________________________________

Program Dates: ____________________________

Term: ☐ Fall 20_____ ☐ January Intersession 20____ ☐ Spring 20_____ ☐ Summer Session 20____

Program type:

☐ State-support academic credit # units ______

☐ Self-support academic credit # units ______

☐ Self-support non-credit

Academic course: Subject _____________ Number _____________ Non-credit workshop RCED ______

Minimum/maximum enrollments: ____________

Cost per student:

Unit Fees: _____________

Travel Course Fees: _____________

Additional estimated expenses per student: _____________

Total cost: _____________

Expenses included in cost: _______________________________________________________

Expenses not included in cost: ___________________________________________________

Deposit/application fee amount: _____________ Deposit and application due date: ______

Final fee payment amount: _____________ Final fee payment and registration deadline: ______

Application deadline: ______________________

Prerequisites, class standing, and/or GPA requirement: ________________________________

Third Party Study Abroad Provider or Destination Country Host Institution or Service Provider:

____________________________________________________________________________

MOU or vendor/service agreement effective dates: _________________________________

Visa required? ☐ Y ☐ N Type: ☐ student ☐ scholar ☐ tourist

Attachments:

☐ Syllabus and documentation of program logistics:
  - Program Calendar: arrival/Departure, on-site orientation, class schedule, field trips, special activities
  - Daily schedule while in-country: class meetings, free time, service learning activities, etc.
  - Travel Itinerary to/from destination
  - In-country travel arrangements (to/from class and service learning activities and field trips)
  - Room/board arrangements
  - Course materials and required texts

☐ List of support staff on site: administrative, logistical, emergency contact, tour guides, interpreters, etc.

☐ Program Budget

☐ MOU or vendor/service provider agreement(s)