



Final Proposal: Faculty-led Study Abroad Program

Submit proposal and attachments to:
Study Abroad Coordinator
Zip 680

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)