

# StudyAbroad Program Proposal Form

## Steps to Program Proposal Submission:

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1. Arrange initial consultation with Dept. Chair/Dean/Director regarding program concept
2. Complete this Proposal Form with as much detail as is feasible
3. Complete the Budget Worksheet (see PD Handbook online)
4. Submit Proposal Form and Budget Worksheet to appropriate Dean and/or Director, and CGE Co-Directors

## General Information:

Edgewood College Program Director(s):

List all faculty and staff who will travel with students.

Are all Program Directors Edgewood employees?       Yes     No

\*If no, please indicate why this person(s) was selected as a Program Director and provide contact information.

Sponsoring Edgewood College Department(s) / School(s):

Program Title: \_\_\_\_\_

Program Location(s): \_\_\_\_\_

Program Term & Year:       Summer       Fall       Winterim       Spring      Year \_\_\_\_\_

Program Length: \_\_\_\_\_ weeks    \_\_\_\_\_ days

Dates: From date (mm/dd/yyyy): \_\_\_\_/\_\_\_\_/\_\_\_\_ To date (mm/dd/yyyy): \_\_\_\_/\_\_\_\_/\_\_\_\_

Anticipated frequency of program offering:

One-time offering     Biannual     Annual     Twice     Other \_\_\_\_\_

On-site administration:

A cooperating university     Study abroad provider     Edgewood Program Director(s)     Other

Specify:

## Program Information:

Brief description of the program:

How the program supports Edgewood's mission and/or your department's goals:

**Course Information:**

Title(s) and Number(s): \_\_\_\_\_

# of Credits: \_\_\_\_\_

Course Prerequisites: \_\_\_\_\_

Course Description: \_\_\_\_\_

Instructor(s) [specify if Edgewood and/or international site faculty]: \_\_\_\_\_

Methods of evaluating student performance: \_\_\_\_\_

Will course(s) satisfy requirements?       Yes       No

If yes, indicate requirements:       Major       Minor       General Education       Cor 2       Other

Specify: \_\_\_\_\_

**Student Learning Objectives:**

Academic: \_\_\_\_\_

Cultural: \_\_\_\_\_

How will this program ensure that students are immersed in the host culture?

If available, attach a course syllabus or a course outline describing educational activities (lectures, readings, site visits, group discussions, cultural events) and methods of evaluating student performance. If there is no course, describe learning objectives and how they will be achieved in the study abroad program.

**Participants:**

Anticipated Student Enrollment: \_\_\_\_\_ Minimum \_\_\_\_\_ Maximum

Academic Prerequisites: \_\_\_\_\_

Other Eligibility Requirements: \_\_\_\_\_

Academic program(s) from which students are likely to be recruited: \_\_\_\_\_

**Health and Safety:**

Considering the locations and types of activities you plan to do with the group, what health and safety issues may impact the proposed program? *For example, consider U.S. Department of State Travel Warnings, Travel Alerts, and Country Specific Information, and Center for Disease Control and Prevention (CDC) alerts.*

How do you plan to mitigate or manage these risks?

Does the U.S. have any economic or trade sanctions for the countries you will visit during the program?  
*Check with the U.S. Department of the Treasury.*

Will participants need visas to enter the host country and/or any countries that you will pass through during the program?  
*\*See the list of embassies around the world to research visa requirements on the travel.state.gov website.*

**Program Director Profile:**

How this program destination and/or subject matter fits your field of expertise:

Previous courses taught on the country/region:

Previous travels to the country/region:

Your language proficiency of the host country (if other than English):

Native       Advanced Level       Intermediate Level       Beginner       None

If you checked "Beginner" or "None", how will you communicate when in country?

Experience leading student groups abroad:

Peers/contacts you have in the country/region who might assist you:

**Program Budget:**

Complete the budget worksheet and submit with the proposal. This will help you determine your estimated program fee and minimum number of participants.

Estimated Program Fee:

**Signatures:**

I have read the "Program Director Handbook on Short-Term Study Abroad" and agree to its policies and procedures.

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Program Director Date

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Participating Faculty or Staff Date

**Approval Signatures:**

My signature below indicates I have reviewed and approve of the proposed study abroad program.

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Program Director's Department Chair Date

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Program Director's School Dean Date

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Cor Director's Signature (if applying for a COR tag) Date

**CGE Endorsement Signature:**

My signature below indicates I have reviewed and endorse this program.

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Co-Directors, Center for Global Education Date