FACULTY NAME: __________ COUNTRY NAME: __________

PROGRAM INFORMATION:
Academic Term: (approximate dates/year): ____________________________

Short term or Semester length: ____________________________

Program Name: ____________________________

Location: ____________________________

Dates: ____________________________

Department that plans to sponsor this program:

Dean or Director: ____________________________

Office: ____________________________

Phone: ____________________________ e-mail address: ____________________________

Enrollment Data:

Target Enrollment: ____________________________

Minimum enrollment: ____________________________

Maximum enrollment: ____________________________

Credits: ____________________________

Course Information: Catalog number, section number, Title of Course, Credits:

☐ BUS223 International Perspectives Course - 3 credits
☐ GLS120 Education Experience Abroad - 3 credits
☐ Other ____________________________
QUESTIONS:

1. Describe here the overall program purpose and objectives and your rationale for offering this program.

2. Identify site(s) where the program is to take place.

3. What are the advantages of offering this program at each specific location?

4. What type of program will this be (vendor, faculty-developed, GEN or consortium with other colleges)? Please elaborate on whatever arrangement you have chosen.

5. What students does the program target, and how does the program meet their curricular requirements?

6. What criteria will you use to select students for eligibility to your program (i.e. GPA, essay, interviews, other specific experience, prerequisites, etc). List criteria in order of importance.

7. Describe the instructional format, including a tentative lecture schedule, for the program.

8. Describe the academic requirements (papers, tests, etc.) and methods of evaluating students' performance.

9. Does the program require meetings or assignments during the semester prior to the program, or after the students return? If yes, please provide details and justify the need for meetings outside of the semester schedule.
10. What cultural activities are you considering to be part of the program?

11. How are you qualified to direct this program? Have you traveled to this area/location before? Please include details.

12. What living accommodations (apartment, homestay, hotel, etc.) are planned for students and for the faculty? Please describe the arrangements.

13. Provide here a brief program summary that the International Programs Office can use for advertising/marketing materials and the study abroad web-site (suggest 100 words). Include the following sections:
   a. Overview of the Purpose, Goals of the Program – get students interested!
   b. The Course – What will students learn and how? What are the learning outcomes?
   c. Schedule of Activities that includes academic schedule, plans, highlights of planned cultural excursions
## BUDGET

**Estimate Budget Per Student here:**

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Housing</td>
<td></td>
</tr>
<tr>
<td>Air Transportation</td>
<td></td>
</tr>
<tr>
<td>Ground Transportation</td>
<td></td>
</tr>
<tr>
<td>Kirkwood Cost includes Insurance and Phone Costs for Student</td>
<td>$100</td>
</tr>
</tbody>
</table>

**A. TOTAL PER STUDENT COST**

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty or Speaker Fees (specify here)</td>
<td></td>
</tr>
<tr>
<td>Industry Site Visit Fees (specify here)</td>
<td></td>
</tr>
<tr>
<td>Entrance Fees (list)</td>
<td></td>
</tr>
<tr>
<td>Arrangement Fees for vendors/partners/etc… (specify here)</td>
<td></td>
</tr>
<tr>
<td>Other Fees</td>
<td></td>
</tr>
</tbody>
</table>

**Estimate Budget for Group Events here:**

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOTAL GROUP COSTS</td>
<td></td>
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</tbody>
</table>

**B. TOTAL PER STUDENT GROUP COSTS (divide line above by number of students)**

**ESTIMATE TOTAL PER STUDENT COSTS:**

To get this estimate, add A+B. The actual fee will be slightly higher once the International Programs office adds in faculty costs.

**ITINERARY:**

Attach draft Itinerary with information about each day of the program and detailed activities on each day.