Guide to Writing your Proposal for a Study Abroad Program

Once you have determined that you’d like to propose and direct a program, you should discuss your idea with your Departmental Dean. After you have your Dean’s approval to continue, you would need to complete the Study Abroad Proposal Form, and then review it with your Dean and with the International Programs Director, Dawn Wood. (134 Linn Hall)

Below are explanations for some of the items on the proposal form:

**Academic Term:** Typical program dates are in the summer, with programs lasting about three weeks.

**Is it required that students enroll for credit and how many are required?** Students are required to enroll and pay tuition for the Study Abroad Course. For a short term program lasting about three weeks, the usual number of credits has been 3 credits or 6 credits if it was a collaborative program.

**What is the minimum number or maximum number for enrollment?** If one faculty is leading the program, the “magic” number has been 12-15. If two faculty are being paid to lead this program, a minimum of 10 students has been suggested.

**What kind of answer is appropriate for the question on how to compensate for a budget shortfall?** Here we’d like to see that you are willing to be flexible if your program is under-enrolled or if the preliminary budget costs are too high for this to be considered an “affordable program”. However, if you are unwilling to negotiate or compromise, now is the time to state that you would simply cancel the program.

Under the “Additional Questions” section:

**#3. What are the advantages of offering this program at each specific location?** Keep in mind that the courses should be driving the development of your program. If a site isn’t relevant to your courses, you should probably consider whether it is worth the time and expense to go there.

**#5. Describe the instructional format, including a tentative lecture schedule, for the program.** It’s not necessary to provide an actual timetable for classes, but you should calculate approximately how long classes will meet each day and where they will take place. If your program travels a lot, it can be particularly challenging to schedule adequate class time (contact hours) in a setting that is conducive to learning.

**#7. Does the program require meetings or assignments during the semester prior to the program, or the semester after the students return?** If yes, please provide details and justify the need for the pre-departure or post-program meetings. It is reasonable that for some courses you may want to provide an introduction to the material before the
group travels abroad. However, pre and post-program course meetings and assignments should be minimal; it has been our experience that students do not appreciate these extra obligations when they are taking other courses during the term prior to their trip.

#10. **What are the estimated non-tuition expenses (airfare, transportation, lodging, meals, etc.) per student?** This estimate forms the basis for a preliminary Program Fee. This is not your budget, but this and the following question about faculty and program expenses should prompt you to consider costs and to contact the program site to gather reasonable estimates.

#12. **What living accommodations (apartment, home stay, hotel, etc.) are planned for students and for the faculty director(s)?** Please give careful consideration to this item. Quality of accommodation is one of the factors that can make or break a program for students. Students don’t mind “roughing it”, if they are well prepared, but whether they are in hotels, home stays or tents, they will complain if their accommodations do not meet their expectations—especially if the faculty director has better quality lodging.