

Checklist (Detailed Proposal)

Program: _____

Signatures	Faculty Leader/s	
	Dean/s	
	Director of Internationalization	
	Business/Finance	
	Provost	
	President	
	Item	Included (Y/N)
Components	1. Nature and Purpose of the Program (short paragraph)	
	2. Program Description (1 p. max.)	
	3. Examples of Course-related Activities/Excursions (1 short par.)	
	4. Projected Number of Students and Faculty (1 short par.)	
	5. Projected Cost to Each Student (1 short par.)	
	6. Room and Board Arrangements (1 short par.)	
	7. Payment Schedule (1 par.)	
	8. Amount and Source of Faculty Compensation (1 short par.)	
	9. Program Affiliations (1 short par.)	
	10. Travel Arrangements (half a p.)	
	11. Health and Safety (1 p.)	
	12. Alternative Planning (1 par.)	
	13. Recruitment Plan (1 par.)	
	14. Plan for Administering the Mandatory Pre-departure and Post-program Debrief (1 short par.)	
Appendix	A. Sample syllabus for each course (3 pp. ea. max.)	
	B. Budget in two tabs (outlining student expenses and faculty expenses) (2 pp.)	
	C. Memos of Support (OI and respective schools/departments) (1 p.)	
	D. Site visit report (if applicable) (2 pp. max.)	
	E. Health and Safety Procedures for Education Abroad Proposals signed by all program leaders (1 p.)	