Procedures for Proposing a Faculty-Led Study Abroad Program

Getting started

GEP WILL ASSIST WITH DEVELOPING YOUR PROGRAM!
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Timeline: Allow at least 12 months for good planning and funding.
- Winter and Spring Break Proposals due July 15th - Final Rate Request October 1
- Summer due Nov 1st - Final Rate Request February 1
- SAIL Grant Applications due mid-September

Proposal: Nothing has to be final at this point but do include as much information as possible.
=> Program description/overview
=> Faculty leaders (from Purdue and from host institution, if applicable)
=> Academic details: course objectives and academic credit to be earned
=> Itinerary: include all anticipated locations and sites to be visited, anticipated dates of travel,
=> Host institution information: will they provide assistance during the program? Describe.
=> Mode of transportation (international and local)
=> Students (school/s, year)
=> Lodging (hotels, dorms?)

=> Preliminary budget- handled with your business manager and GEP. GEP will help investigate lodging prices, transportation costs, food costs and other anticipated fees, once you have the 'general' plan in place

=> Program Approval forms - GEP will assist you with these forms: each program must be approved by the School, College, and Office of Study Abroad.

Marketing GEP will help with all tasks necessary for marketing your program: flyers, callouts, and providing course information to the appropriate parties on campus to recruit students.

Financial Assistance- while on-going programs are expected to become self-sustaining; there is assistance available, especially during the first years of its operation. SAIL Grants are available from International Programs. Applications due mid-September. Jill Churchill can also assist with your SAIL Grant Proposal.

Program Web Page - after the program has been approved, GEP will assist you with the program web flyer - a great tool in recruiting students for your program. It will also provide you with the space to accept students for enrollment and 'manage' the program. Information that should be included:
* Application procedures and eligibility requirements
* Estimated costs
* Itinerary and program description, including accurate dates for time abroad
* Academic Content and pre-requisites
* Cancellation Policy
* Deadlines - for registering, paying, etc.
* Contact information for Program Leader
* Access to all forms required for the student, once enrolled (Statement of Responsibility, Medical Form, Passport information and copy of passport, Release of information and Consent.)