

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.)