

# Procedures for Proposing a Faculty-Led Study Abroad Program

## Getting started

**GEPP WILL ASSIST WITH DEVELOPING YOUR PROGRAM!**

Contact: Jill Churchill [churchil@purdue.edu](mailto:churchil@purdue.edu)

**Preliminary Approval Proposals due:**

**Spring Break/Winter Break- July 15**

**Summer/Maymester**

**-New Program Proposal-August 15**

**-Renew Existing Program-September 15**

**Proposal:** Nothing has to be final at this point but do include as much information as possible.

\*\*Please discuss your program idea with your school head and obtain approval to move forward

=> **Program description/overview-1-2 pages maximum**

=> **Faculty leader-** Will a grad student assist you? Staff from your department? Typically it's a 1:10 ratio for Faculty/Staff to students.

=> **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 if applicable:** will they provide any assistance during the program?

=> **Students** How many? Year in school? Open to all disciplines in engineering? GPA requirement?

=> **Lodging** (hotels, dorms?)

=> **Program Approval forms and Intercultural Learning Forms** - GEPP will assist you with these forms.

**Marketing-** GEPP 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. However, we do ask that faculty promote their programs to students and within their school.

**Quotes for Travel and program logistics-** GEPP will work with travel providers to obtain quotes for group travel, transportation, housing, site visits, cultural excursions, etc. Faculty leaders are consulted on all aspects of the travel, but GEPP staff will assist with all administrative tasks.

**Financial Assistance-** SAIL Grant applications will be due in early September. GEPP will send out information. You must have written approval from you school head to apply for a SAIL Grant. A short email is fine.

**Program Web Page** - *after the program has been approved*, GEPP 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.