

One-Page Concept Proposal Form for Planning Faculty Led Short-Term Study Programs

To be completed by faculty who are planning travel programs with students for academic credit.

The purpose of this form is to secure approval from your department and share your idea with the Study Abroad Office before submitting a full proposal (which includes: program descriptions, itinerary, course syllabus, budget proposal, researching providers, etc). If requested, the Study Abroad Office will assist you in securing a provider or partner institution that can manage the logistics of your program at your destination.

STEP 1: Secure signature from your department chair and submit signed form to the Study Abroad Office by **May 31** for programs departing in the **spring** and **September 1** for programs departing in the **summer**. Concept proposal forms submitted on time will be given priority consideration.

Faculty name:

Department:

City/country destination (s):

Estimated dates of travel:

Description of activities (if known):

Faculty director's (and assistants' if applicable) experience in the destination(s):

Endorsement signature of Department Chair: _____ Date: _____

STEP 2: Schedule a meeting with Jeaneth Puriel, Study Abroad Coordinator, to submit this form and to receive assistance with securing program providers, housing services abroad, tour companies, travel agencies, etc if needed. At this meeting you will receive the "Faculty Led Short Term Study Program Full Proposal Form".

STEP 3: Submit complete "Faculty Led Short Term Full Proposal" to Dr. Charles McAdams, Dean of the College of Arts and Sciences by **July 1** for programs departing in the spring and **October 1** for programs departing in the summer.