



PROVIDENCE
COLLEGE

Center for International Studies

Short-Term Education Abroad Program Proposal and Review Form

Faculty Leader(s): _____

Campus Telephone & Email:

Department/Program:

I. PROPOSED PROGRAM

Program Title:

(It should reflect the disciplinary or interdisciplinary focus of the course as well as the place where it is taught.)

Is the Program Part of an Existing Course? – Please List:

Location:

Approximate Dates:

Duration:

Number of faculty members/leaders:

Estimated Cost per Student:

Minimum and Maximum Enrollment Envisioned (Supported by Budget):

II. PROGRAM DESCRIPTION & PROPOSED ITINERARY

(List goals and learning objectives and other elements of the program curriculum as they relate to the program location. List readings, daily itinerary, site visits, special lectures, group discussions/reflection times, and cultural activities that will be part of the program)

(PLEASE ATTACH)

III. ACADEMIC PROGRAM (if appropriate)

Existing Course Title:

Course Number:

Number of Credits:

Prerequisites (if any):

What course equivalencies and/or requirements can this course meet?

NOTE: If you intend to offer a new course, please attach a Course Proposal form and attach course description and syllabus.

The syllabus should include the course goals and objectives, required and recommended readings, and student assessment. Be as specific as possible in terms of length of time in each location, the various educational activities (lecture titles or topics, readings, site visits, etc.), and other culturally orienting activities.

IV. ADDITIONAL INFORMATION

What pre-and post-departure activities/seminars/meetings will occur?

(For, example what steps will you take to ensure that your participants will arrive at their destination with an understanding of the culture and sensitivity to the people?)

V. FACULTY LEADER INFORMATION

What experience in the proposed location(s) and what contacts does the faculty leader have in the host country?

Level of Proficiency in the Language of the Host Country/Region (for non-English sites)

VI. PROPOSED BUDGET (Please Attach Budget Spreadsheet)

To Assist in the Review of the Proposed Budget, Please Include Notes of Explanation for Any Expense Line Item.

VII. SIGNATURES

This program has the approval of the following:

Faculty Leader(s) Signature & Date:

Department Chair, Program Director:

School Dean:

International Programs Advisory Committee (Date of Review and Endorsement):

Dean of International Studies Signature & Date:

Vice President for Academic Affairs Signature & Date:
