

## Education Abroad

## 2009-2010 VCU Education Abroad Faculty-Led Program Proposal

Primary Program Director Name \_\_\_\_\_ Department \_\_\_\_\_

*\*If you are not a US citizen, please be aware that you are subject to the terms of your employment and visa status at VCU and may only be compensated according to those terms.*

Co-director(s), Department and Citizenship: \_\_\_\_\_

Program Name \_\_\_\_\_

Destination \_\_\_\_\_

Proposed Course(s) to be offered: \_\_\_\_\_

Duration (in weeks) \_\_\_\_\_ Dates \_\_\_\_\_

Will the program be open to non-VCU students and/or community members? \_\_\_\_\_

Will the program offer undergraduate or graduate credits? \_\_\_\_\_

How many credit hours? Are there course prerequisites? \_\_\_\_\_

*\*Please note that it is no longer permissible for students to attend as 'field trip only' participants; all program participants must take the program for credit*

What is the min/max group size? \_\_\_\_\_

Preferred Application Deadline (please circle one): Feb 1   Feb 15   March 1   **\*March 26**   April 16  
 (\*preferred deadline)

Will airfare be included in the program fee? \_\_\_\_\_

How much spending money would the average student need (not including airfare)? \_\_\_\_\_

Do you plan to use a third party program provider? If so, please name: \_\_\_\_\_

Below or on a separate sheet of paper, please outline the program plan including housing arrangements, excursions, transportation, and itinerary.

Below please discuss the academic program and course outline, addressing how the course(s) will integrate the chosen location. Please attach a copy of the course syllabus. The syllabus should address the required readings, educational activities, other culturally orienting activities, and the contact hours.

Below please briefly discuss prior off-campus teaching experience (if any), experience in the proposed location, budgetary experience, and crisis management experience.

Many faculty-led programs have more applicants than spaces. Please list any special criteria by which applicants should be selected (i.e. portfolio review, pre-requisites taken.)

What kind of publicity materials do you think will work best for your group? Tri-fold brochures, posters, one-page handouts, other ideas? How many of each?

*I have discussed the above course proposal with my department chair and dean, and agree that it will enhance the course offerings of this department. It does not create unsustainable competition with other summer study abroad courses within the department.*

\_\_\_\_\_  
Signature, Program Director

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## Recommendation Form

*I certify without hesitation that this professor is a qualified candidate to lead a VCU Summer Study Abroad Program, and believe him or her to have a clear understanding of the responsibilities he or she will undertake in this endeavor. I believe him or her to be able to successfully direct a group of students in an international learning situation, and I endorse this proposal.*

\_\_\_\_\_  
Signature, Department Chair

\_\_\_\_\_  
Signature, Dean

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name