

Education Abroad

2009-2010 VCU Education Abroad Faculty-Led Program Proposal
(use this form for repeat programs only)

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: _____

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?On a separate sheet of paper, please provide the following information *if different* from the previous year's program:

- Outline the program plan including housing arrangements, excursions, transportation, and itinerary.
- Discuss the academic program and course outline, addressing how the course(s) will integrate the chosen location.
- Attach a copy of the course syllabus. The syllabus should address the required readings, educational activities, other culturally orienting activities, and the contact hours.
- List any special criteria by which applicants should be selected (i.e. portfolio review, pre-requisites taken)

I have discussed the above program 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

Print Name

Department Chair and Dean Endorsement

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