***Thank you for your interest in leading a study abroad program and for your efforts towards greater internationalization of West Chester University. There are some key pieces to a program proposal that should be developed as specifically as possible. A proposal should touch adequately on each section required. Below you will find instructions on each of the sections that must be completed as part of this proposal. You may also find additional guidance and resources on the*** [***CIP Faculty-Led Program Development Guide***](http://www.wcupa.edu/international/facultyled/) ***on our website.***

**Please review the first two pages here with some basic instructions and advice. Please fully complete and fill out the proposal form (starting on page 3) and return to CIP. You may answer the questions and write up your proposal directly on the word document. Please do not forget the signature page.**

**Academics**

If this program offers credit, please answer the questions listed in this section of the proposal form. If the program **does not offer credit**, (e.g. musical group performances; sports teams/clubs; service learning, etc.), **please skip to the next section on Audience/Marketing/Planning**, but be mindful of the size of your student group and the need for careful budgetary planning.

All for-credit proposals require proof of *Curriculum and Academic Policies Council* (CAPC) approval. It is most expeditious to include courses in the program that have already been reviewed by CAPC and approved by the Provost. In the event that the program requires development of a new course or includes an existing course that will **be condensed format**, allow sufficient time for the CAPC review process: [CAPC Forms](http://www.wcupa.edu/_admin/associateprovost/capc/proposals.aspx)

**Memorandum of Agreement (MOA) Development**

Please note that if you are working directly with an overseas academic institution or your program involves exchanges of money for services, a Memorandum of Agreement (MOA) may be required. The MOA should be developed in tandem with this program approval process. The “Contracts” link on the left of the Faculty development homepage contains the MOA Planning Form which helps us develop the formal MOA. A completed, signed MOA will be required to run the final program, but a program can still be approved by the Center for International Programs while MOA development is still in process.

**Enrollment**

Because the CBA stipulates that the department chair recommends the teaching schedule and the Dean approves, any faculty-led study abroad courses must be recommended and scheduled by the department chair and approved by the Dean.  Faculty leading study abroad courses should obtain guidance from their department chair and Dean regarding the enrollment circumstances under which a course will be recommended, scheduled, and approved.  Like other offerings, should the class not meet agreed upon minimum enrollment, the course may be cancelled. This may also affect the budget model developed for this program.

**Audience, Marketing, and Planning**

This section is intended to assist you in thinking about the development of a marketing plan to ensure you are able to get the word out to students about the program.

**Activities and Itinerary**For this section, you will provide a guideline of your day-to-day itinerary as well as any vendors that you plan to work with (i.e. – organizations providing services to the students while abroad).See [Working with Vendors and Business Services](http://www.wcupa.edu/international/facultyled/vendorProposal.aspx) tab on Faculty-led website.

**Transportation**

Faculty may suggest a certain flight through a travel agency or carrier, but may not purchase student tickets. Each student is responsible for paying for their own ticket either online or directly to a travel agency. For this section, think about how flight arrangements might be made as well as any in-country transportation that might be required for this program.

**Program Budget**

For this section, please complete the Budget template found on the “[budgeting](http://www.wcupa.edu/international/facultyled/budgeting.aspx)” tab on faculty-led website, or attach a program budget that a vendor has provided . The budget can be constructed so that student contributions may fund all or part of faculty expenses. The [Working with Vendors and Business Services](http://www.wcupa.edu/international/facultyled/vendorProposal.aspx) tab has additional information on this topic.

**Cost Center Information**

If the organization(s) you are working with are unable to accept payments directly from students, it is necessary to use a cost center. WCU cost centers require additional time to develop and manage but our office will assist you with this. If contracting with external program providers (WCU Study Abroad vendors like ISA, CIS or AIFS or with travel agencies), you and the students will likely being making payments directly to those providers, however in some cases a cost center may be necessary if the vendor will not accept student payments.

**Health Risks**

Please attach the country summary for your destination(s) published by the [U.S. State Department](http://travel.state.gov/content/travel/english.html) and the [Center for Disease Control](http://wwwnc.cdc.gov/travel/). Describe any health or safety risks in the program location(s), as well as what will be done to prevent or minimize these risks. A comprehensive guide to crisis management is included on the faculty-led website, and is required reading at this stage of the process.

**Travel Authorization**

Separate from this form and process, obtaining final travel authorization from the Office of the President is required 4-6 weeks prior to any international departure. We recommend that you submit this form at the same time as your program proposal, since it requires the same signatures as the CIP Program Proposal. Travel Authorization documents can be downloaded from the [International Travel Forms](http://www.wcupa.edu/international/exportControls.aspx) section of the CIP Faculty-Led Programs website as well.

**Deadlines**  
A CIP Program Proposal Form must be submitted to CIP at least six to eight months prior to travel. More complex and involved programs should consider 8-14 months prior to the actual international travel.

* + - 1. **Winter 2016 – Deadline: July 15th, 2015**
      2. **Spring Break 2016 – Deadline: October 1st, 2015**
      3. **Summer 2016 – Deadline: October 15th, 2015**

**Approving Signatures**

All programs proposals must contain the signatures of the following individuals to be considered complete: Faculty Director, Co-Director (if applicable), Department Chair, College Dean/Director, and Center for International Programs Director. If this program requires an MOA, the University’s Legal Counsel must also sign off on the proposal.

**Contact Information**

For questions, or assistance with the Program Proposal documents, please contact Dr. Peter Loedel ([ploedel@wcupa.edu](mailto:ploedel@wcupa.edu)) or Nora Maurer ([nmaurer@wcupa.edu](mailto:nmaurer@wcupa.edu)). The Center for International Programs is located on the 3rd floor of Mitchell Hall.

**Center for International Programs**

**2016 Faculty/Staff-led Study Abroad Program Proposal Form**

**Credit or Non-Credit Programs**

**Please fill in the required information – you may type up your proposal using this document.**

**Program Name:**

**Program Semester/Dates:**

**Program Description/Abstract\*:**

**Faculty/Staff - Director Information**

|  |  |
| --- | --- |
| Faculty-director Name: |  |
| Department Name: |  |
| Work Phone: |  |
| Cell Phone: |  |
| Contact phone number while abroad (if different from above) |  |
| Location/Address while abroad: |  |

**Co-Director/Additional Faculty/Staff Member Information (if applicable)**

|  |  |
| --- | --- |
| Faculty Name: |  |
| Department Name: |  |
| Work Phone: |  |
| Cell Phone: |  |

**Academics (for-credit programs only)**

1. What is the academic rationale of the program, and why should it take place off-site or include a travel component?
2. How and in what way does the course fit into the curriculum? Please include the exact name and course number.
3. Who will be doing the instruction on this program (ie- you, guest lecturers, instructors through host university)?

**Enrollment**

1. What is the estimated enrollment for the program (minimum and maximum number)?

**Audience, Marketing, and Planning**

1. Who is the anticipated audience for the program?
2. Why should a student sign up for this trip?
3. Do you plan to offer this program this program annually, every other year, or is this one-time program?
4. What is the marketing plan that you have in place to get the word to students about your program?

**Activities and Itinerary (will also be related to Housing/Meals/Transportation)**

1. Please attach a daily itinerary and vendor(s) proposal of services (if and where appropriate)

**Housing/Meals**

1. What will be the local housing arrangements in the location(s) your program will visit (i.e. - residence halls, hotels, home stays)?
2. For home stays, explain how families will be recruited and selected.
3. What meals, if any, will be offered as part of the program? Please include the number of meals per week, where students will eat, and which meals will students eat on their own?

**Transportation**

1. What are your initial plans for getting the students to the country of study? Which airports do you plan to use? Do you plan to have the students book their own flights or will you have them pay a travel agency directly?
2. What in-country transportation arrangements will be offered as part of the course? Do you already have vendors in mind for these services?

**Program Budget**

1. Please provide a program budget utilizing the enclosed template.
2. Identify all possible sources of potential funding to offset or support your proposal. Are you anticipating using any money from the university via the Dean’s office, Department funding, other sources (grants, WCU Foundation, or even student sources via SSI)?

**Cost Center Information**

1. Are you planning to utilize a cost center to make payments to vendors for this program?
2. Do you already have a cost center number that you will be using? If so, please provide that number.

**Health Risks**

1. Describe any health or safety risks in the program location(s) as well as what will be done to prevent or minimize these risks.
2. Please provide the name and address of the nearest emergency medical facility in the location where you will be traveling.
3. What emergency response plans do you have in place in the event of an emergency on this program?

**Collaboration**

1. Are there opportunities to collaborate across programs and colleges?

**Travel Authorization**

1. Please complete the Travel Authorization form and submit with this proposal.

**Emergency Contact Information Form**

Please provide CIP with a Departmental emergency contact below. This is someone not going on the trip, but is available locally.

|  |  |
| --- | --- |
| Name: |  |
| Department Name: |  |
| Cell Phone: |  |
| Additional Emergency Contact Name: |  |
| Cell Phone: |  |

**DEADLINES:**

All faculty (including coaches), staff, or administrative-led study abroad or general international group programs involving students – for credit or non-credit, including sports programs and group music performances – must follow the procedures outlined below.

A CIP Program Proposal Form must be submitted to CIP at least six to eight months prior to travel. More complex and involved programs should consider 8-14 months prior to the actual international travel.

**Winter 2016 – Deadline: July 15th, 2015**

**Spring Break 2016 – Deadline: October 1st, 2015**

**Summer 2016 – Deadline: October 15th, 2015.**

\*CIP is available for assistance at all stages of the program development process. Please do not hesitate to contact us. There may still be some adjustments and programmatic changes made to the trip after the initial deadline.

At regular intervals, CIP will provide to the Chair/Dean/Director updated reports as to the status of each program along with recommendations as to its viability.

**FACULTY MEMBER, DEPARTMENT & COLLEGE SIGNATURES**

This proposal, with all supporting documentation e.g. application, contact information, course syllabus, and signatures, must be completed returned to the Center for International Programs.

*By signing below, I indicate that I have read, understood, and agreed to WCU’s program-development timeline, division of responsibilities, health and safety guidelines, and procedures for contracting with vendors.*

# Faculty/Staff Member

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Backup Faculty Member (if applicable)

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***By signing below, Department and College leadership are indicating their support and approval of this study abroad program’s academic goals. In addition, your signature does not guarantee financial support, but you should be familiar with the program’s budget proposal and anticipated funding sources and costs. The Dean/Director reserves the right to cancel the course/program based on the class size or other factors.***

# Department Chair

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Dean/Director**Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Center for International Programs

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**University Legal Counsel (only if MOA is required)**Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_