Short-Term International Program Proposal Form
Programs Running in AY 2015-16

Deadline to Submit January 2016 Proposal: January 16, 2015
Deadline to Submit Spring Break 2016 Proposal: February 17, 2015
Deadline to Submit Maymester or Summer 2016 Proposal: March 30, 2015
All proposal documents should be submitted to the Dean of International Studies in Harkins Hall 215.

Program Leader: ____________________________________________
Academic Department/Program: __________________________________
Campus Telephone & Email: ______________________________________
Program Leader: ____________________________________________
Academic Department/Program: __________________________________
Campus Telephone & Email: ______________________________________

I. Proposed Program Information

Program Title: ________________________________________________
(The title should reflect the disciplinary or interdisciplinary focus of the course as well as the program location.)

Location(s): _________________________________________________
(Include city and country.)

Program Term:
☐ January  ☐ Spring Break  ☐ Maymester (normally includes a one-week on-campus component)  ☐ Summer

Approximate Dates: __________________________________________
(Indicate on-campus and international dates for Maymester.)

Minimum & Maximum Student Enrollment: ________________________

Estimated Cost per Student: ____________________________________

External Agency/Organization: _________________________________
(Which organization(s) will be assisting you with logistics and arrangements?)
II. Faculty Leader Information

Please explain briefly any previous experience the program leader(s) has had in the proposed location.

What contacts does the program leader(s) have in the host country?

Has the program leader(s) conducted any academic research related to the location?

What is the program leader(s) level of proficiency in the language of the host country?  
(For Non-English-Speaking Locations)

III. Academic Components of the Program

Will the Program Be Cross-Listed Between Departments? ________________________________
Please Specify the Cross-Listing: ____________________________________________________

Will the Program Be Part of an Existing Course(s)?
Please List All Course Codes and Titles: ______________________________________________

Will the Program Be Embedded as Part of a Semester-Long Course? ______________________

Will the Course Fulfill Core Curriculum Requirements or Proficiencies? ________________
Please Specify: __________________________________________________________________

Will the Course Be Open to Students from Institutions Other than PC? _________________
Why or Why Not: __________________________________________________________________

Pre-Requisites or Course Restrictions (if any): ________________________________________
(For example, is the program only open to students from a certain major or class year?)

Number of Credits: __________________________________________________________________
IV. Supplemental Attachments

Please attach the following documents:

1. Program Description
   a. Describe the program and the learning objectives.

2. Course Syllabus
   a. The syllabus must fulfill the guidelines approved by the Faculty Senate.

3. Proposed Itinerary
   a. Include site visits, special lectures, group discussions/reflections, and cultural activities.

4. Estimated Budget

5. Emergency Planning Form

6. Pre- and Post-Departure Activities, Seminars, and/or Meetings
   a. You are required to hold at least one pre-departure meeting for all participants.
   b. Explain the steps you are taking to ensure that your participants arrive at their destination with the program expectations and an understanding of the culture.
   c. How will you aid the participants in processing their international experience after the program has ended?

7. Copy of the Contract(s) for All External Agencies and Organizations
V. Signatures of Endorsement  
(Required before review by the International Programs Advisory Committee.)

Program Leader(s):

<table>
<thead>
<tr>
<th>Printed Name</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Department Chair(s)/Program Director(s):

<table>
<thead>
<tr>
<th>Printed Name</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

School Dean:

<table>
<thead>
<tr>
<th>Printed Name</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

PROGRAM APPROVAL

International Programs Advisory Committee: ______________________________ Date of Review and Endorsement

Dean of International Studies:

<table>
<thead>
<tr>
<th>Printed Name</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Provost & Senior Vice President for Academic Affairs:

<table>
<thead>
<tr>
<th>Printed Name</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>