Repeat Short-Term International Program Proposal Form
Programs Running in AY 2014-15

Deadline to Submit January or Spring Break 2015 Program: September 15, 2014
Deadline to Submit Maymester or Summer 2015 Program: October 1, 2014
All proposal documents should be submitted to the Dean of International Studies in Harkins Hall 215.

Note: This form is only intended for faculty who will be repeating a previously-approved program. This proposal does not require new approval by IPAC. Rather, the purpose of this form and the attachments is to notify the Center for International Studies (CIS) of your intent to run the program again and to update the content of the program for the records of the CIS and the College.

Program Leader: _______________________________________________________
Academic Department/Program: ___________________________________________
Campus Telephone & Email: _____________________________________________

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Please attach the following documents:
1. **Program Description**
   a. Describe the program and the learning objectives briefly for the website of the CIS.

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**