

**Georgia Southwestern State University**  
**STUDY ABROAD PROGRAM PROPOSAL**

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Program Title (for use in publicity materials, website, etc.)

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Program Location(s)

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Dates of Program

In submitting a proposal, the faculty members accept and commit to following the GSW Study Abroad Program Manual, The GSW Program Director's Handbook for Faculty-Led Programs, and GSW's Fiscal Guidelines. Please describe the proposed program, addressing each of the following:

1. Mission Statement for the proposed program

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2. Explanation of the nature and purpose of the program

a. Description of the Academic Component / Course Objectives / Student Learning Outcomes

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b. Faculty member's academic expertise relevant to the proposed program

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c. Course title(s) and number(s) \_\_\_\_\_

d. Number of contact hours \_\_\_\_\_

e. Methods for student evaluation and program assessment

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f. Course-related fieldtrips, activities and excursions outside the classroom

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g. Sample draft syllabus (ATTACH)

h. Justification for why the program is being held at this specific site

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3. Study abroad and/or off-campus programming experience of faculty member(s) proposing program

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4. Student behavior guidelines and/or policy contracts (ATTACH)

5. Projected number of students and faculty members \_\_\_\_\_

6. Program budget including projected cost to each student (attach Excel completed template)

7. Room and Board arrangements

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8. Source of faculty compensation - Structure and numbers needed to be self-sustaining

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9. Description of program affiliations, host institutions, and service providers

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10. Travel arrangements including all countries and cities to be visited (Emergency Protocol/ Cleary Form) (ATTACH completed template)

11. Recruitment strategies:

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12. Pre-Departure Orientation - Please provide as separate attachment or identify where /how it is integrated within course if embedded.

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Signatures below certify that this program meets the fiscal and academic standards of GSW, The Program Director (program proposer), Provost/Vice-President for Academic Affairs, and the Director of the Office of Experiential Learning have also reviewed the program, based on the USG Board of Regents policies regarding study abroad and the regular GSW curriculum approval process. If the program is approved, the Program Director will ensure that all policies and procedures included in the Study Abroad Directors Handbook will be followed.

\_\_\_\_\_  
Faculty Program Co-Director Date

\_\_\_\_\_  
Faculty Program Co-Director Date

\_\_\_\_\_  
Departmental Dean Date

\_\_\_\_\_  
Provost/Vice-President for Academic Affairs Date

\_\_\_\_\_  
President Date

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***(Proposals should be submitted to the Office of Experiential Learning with all accompanying documentation and the signatures above. Signature below will be provided once the proposal is approved.)***

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Director, Office of Experiential Learning Date