

1. Proposed Program Name

2. Proposed Start Date

3. Proposed End Date

4. Proposed Location

List the countries/cities that participants will be visiting as part of the program

5. Anticipated Enrollment

What is the anticipated enrollment?

6. Department Approval

Please make sure department chairperson has submitted online recommendation. If you have not secured approval, please consult with your department chairperson

8. Program Director's Department

9. Program Director's Email Address

10. Program Director's U.S. Telephone Number

11. Program Director's Cell Phone Number While Abroad

12. Program Director(s) Experience

13. Other Program Staff

14. Overseas Partner

15. Overseas Partner Contact Email

16. Overseas Partner Contact Name

17. Overseas partner contact information

18. Overseas Partner or Organization 24/7 Emergency Line

19. Third-Party Program Provider (e.g. CIEE, DIS, IES)

20. Third-Party Program Provider Contact Name

21. Third-Party Program Provider Contact Email

22. Third-Party Program Provider Telephone

Include 24/7 emergency line/contact (if available)

23. Third Party Program Provider 24/7 Emergency Line

24. Partner/Provider Academic Responsibility

Will either the foreign partner institution or the provider have academic responsibility or input for the program? If yes, please explain.

25. Intended Audience

Who is the intended audience for the program (e.g. UR students, non-UR students, majors and minors only, class year, etc.)? List all that apply.

26. Criteria for Admission

What are the criteria for admission to the program?

27. Is there a course associated with this experience abroad?

28. Course Information

Course Information

Please provide the information below for each course being proposed. You can type directly into the field or you can upload a Word document by clicking the small yellow folder-icon.

- a. Proposed Course Title, Number and Credits .
- b. Detailed course description, including 1) course objectives and outcomes; 2) Specific site location(s) where instruction will occur; 3) outline of syllabus, including main course units and rough schedule, including contact hours (4-credit courses must have at least 45 contact hours), 4) study-related site visits and dates, language partners, homestays, cultural events in host country, other; 5) description of how students will be evaluated.
- c. If the course(s) will be offered at both the undergraduate and graduate levels, please outline the distinction in course work and content.
- d. List texts, other materials, and activities required prior to the beginning of the program
- e. Describe any post-program follow-up work:
- e. Are you aware of any other opportunities abroad that may offered in this country? (A list of programs can be found here <http://studyabroad.rochester.edu/index.cfm?FuseAction=Programs.ListAll>). If so, how does your program differ from any existing offerings?

29. Proposed Itinerary and Activities

This should include locations, dates, and activities for the duration of the trip. You can type directly into the field or you can upload a Word document by clicking the small yellow folder-icon.

- a. Program Activities - describe the activities, locations, and dates that students will participate in as a formal/required part of the program. Include descriptions of any excursions, field work, experiential learning activities, clinical, or other activities that students will partake in.
- b. Optional Activities - describe the activities that students may partake in as informal/non-

required/optional parts of the program but that are organized by the program. Include descriptions of any excursions, field trips, or other activities students may participate in as part of the program.

c. Describe any unstructured time and/or travel built into the program outside of class.

30. What are the elements of the program (courses/activities/projects/other)?

- a) How do these elements related to each other?
- b) how do they fit into an overall experience?
- c) Who are the key instructional personnel in the program? (inside and outside of UR) You are required to upload an Excel spreadsheet/ Word document of instructional personnel (name, affiliations, credential, short description of role)
- d) What role do they play in program activities?

31. What is the goal of the program?

- a) What are the learning objectives associated with the different elements of the program?
- b) Why are these objectives best attained through an experience abroad?
- c) What are the advantages of this off-campus environment?

32. Does the program have any formal relationship to other parts of the curriculum?

- a) Majors, minors, clusters, or certificates?
- b) How does the program support the learning objectives of these other parts?

33. Are there any potential risks or other issues specifically related to the educational components?

34. Transportation

Describe the transportation that will be used during the program- local or contracted. Include details about insurance/liability coverage.

35. Student Arrival and Departure

Provide details about student arrival date,time, and place at the destination. Will airport pickup be provided? If so, by whom (program director, program provider, etc.)? Will students arrive as part of an arranged group or individually?

36. Instructional Facilities

Describe the instructional facilities – classroom, lab, and performance space. Will you need assistance with these? If not, include who will provide assistance.

37. Faculty housing

Describe the nature and location(s) of housing abroad for the faculty leader(s) including information on any security and safety of the accommodation and the proximity to participant housing.

38. Participant housing

Describe the nature and location(s) of housing abroad for program participants, including information on any security and safety elements of the accommodation. If homestays are used, provide information on process for vetting hosts.

39. Connectivity

Will you have internet access and/or phone reception at program and housing locations?

40. Meals

Provide information about meals on the program. What are the provisions for participants with special dietary needs?

41. Pre-departure orientation information

Provide approximate dates for planned pre-departure orientation.

In addition to your department's orientation students must participate in an orientation sponsored by Center for Education Abroad (CEA).

42. Accessibility of Healthcare

Before answering the next questions, use these tools to research the health, safety, and security of your destination(s):

- [CDC Travelers' Health Page](#)
- [Worldcue Trip Planning tool](#) (works best using the Firefox internet browser)
- [U.S. Department of State Country information pages](#)

Provide information on the accessibility of health care at the destination (e.g. Are physicians and/or hospitals close by if needed? Are they English-speaking? Are there English-speaking countries nearby?)

43. Health Risks

Are there any particular moderate-major health risks? Are immunizations necessary for entry into host country?

44. Security

As an institution we have a duty of care requirement- which means we have a duty to warn travelers of foreseeable risks, and mitigate those risks when possible. Provide information about the local security context in the proposed location(s).

- a) Does the U.S. Department of State use the language "reconsider travel" or "do not travel" for the host country or cities you will be traveling to?
- b) Are there crime issues to be aware of?
- c) Are there special considerations for women, minorities, or the LGBTQ community?
- d) Are there areas in your city/region to avoid?
- e) What other health, safety, or security risks are present?
- f) Describe how program planning and management will account for these highlighted risks?

45. Alternate Destination

Could this program be conducted in an alternate location in the event of an emergency? If yes, what location? If not, explain why.