UMass Amherst Faculty-Led Study Abroad Program Proposal Form

In addition to this form and the budget worksheet, proposals must include the following:

1. A syllabus including required reading, assignments, exams or papers, presentations, journals, and grading criteria
2. Day-to-day itinerary

**Overview**

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<th>Proposing faculty member(s):</th>
<th>Sponsoring Department:</th>
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<td>Phone:</td>
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<th>Program Location:</th>
<th>Program Length:</th>
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<th>Target group size:</th>
<th>Program Dates:</th>
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Course title, number and credits:

**Brief program description:**

**Faculty director’s related background:**

**Academics**

What are the goals of this course? What will students learn in the international setting that they couldn’t learn in Amherst? How will this program take advantage of the international environment?
Assessment: How will you know the course was successful? What skills, competencies or knowledge should students demonstrate after completing the course?

Orientation: Briefly describe your pre-travel meeting and orientation plans to prepare students.

Wrap-up: Briefly describe your post-travel meeting plans with students.

**Logistics**

Instruction: Who will teach?

Staffing: Who (besides the faculty director) will accompany the student group? (There must be at least **two** non-participant staff.)

Excursions and site visits: Where will you go and what will you see?

Local travel: How will the group get from place to place?
Accommodations: Where will students and staff sleep and eat?

International Travel: Group flight or individual? Are visas necessary?

Risk Assessment: Does this site pose any health or safety risks? Are there any liability concerns? If so, how will you mitigate risk?

Third Party: Will you work with any university or study abroad partners? If so, please describe what the other party is responsible for.

**Student Recruitment and Selection**

Participants: Who is your target student group? Will you accept non-UMass students?

Requirements and Eligibility: GPA, class year, major, prior related coursework?

Marketing and Recruiting plans: date of info session, any other recruiting efforts

Application materials: Do you want to customize your application on Studio Abroad? How?

Selection: Who will choose student participants?