



## Final Proposal for WMU Study Abroad Course/Program

Note: Please submit your responses on this PDF fillable form. Feel free to attach a WORD document in the event more space is needed for a given topic.

<b>Name of Faculty Director(s):</b>	
<b>Faculty Member's Department or Program:</b>	
<b>Title and Course Number of Proposed Course:</b>	
<b>Destination Country or Countries:</b>	
<b>Faculty Office Phone:</b>	<b>Faculty Cell Phone:</b>
<b>Faculty Fax:</b>	
<b>Faculty E-mail:</b>	
<b>Faculty University Address:</b>	
<b>Proposed Starting Date for Course/Program:</b>	
<b>Duration of Program Abroad:</b>	
<b>Semester or Summer Course Offered:</b>	
<b>Target Enrollment: _____ Maximum Enrollment: _____ Minimum Enrollment: _____</b>	
<b>Target Audience: (major, minor, programs, student groups, etc.)</b>	

Please submit all documents electronically to [lee.penyak@wmich.edu](mailto:lee.penyak@wmich.edu). Either scan and attach the signature page or send one hard copy of the signature page to Lee M. Penyak, Ph.D., WMU Director of Study Abroad, Ellsworth Hall, mailstop: 5245.

**Please answer the following questions with regard to your study abroad course/program:**

1. Provide a rationale for creating this study abroad course/program.
  
2. What are the objectives of the course? Provide a syllabus that includes required readings and assignments as well as expected learning outcomes for the course. How will outcomes be measured? (For a semester-long program, this is required for all courses taught on the program, including any courses taught by host institution faculty.)
  
3. Provide a detailed description of course-related excursions, including who will lead the trip(s) and how content will be incorporated into academic content.
  
4. What is the total number of contact hours in formal instruction and field trips?  
(A 3-credit course should contain 45 contact hours of instruction. Field trips, if done with a lecturer and closely linked to the academic program through pre-visit lectures, readings, post-visit discussions, etc., may count toward the 45 hours at 50%. [2 hours of field trip = 1 hour of formal instruction.]  
Department norms for contact hours per credit hour should be followed.)
  
5. In what language will the course be taught, if other than English? How will students be introduced to language and culture before departure and during the course?

6. Provide specific descriptions of housing (with host families, hotel, or other), food services, and academic and student support at the site.
  
7. Attach an itinerary.
  
8. Research the locations of your proposed course on the U.S. Department of State website (<http://travel.state.gov>). Have travel warnings or alerts been issued for any of the proposed locations during the past 12 months? Are there other safety, security, or health issues of concern? What is your emergency evacuation plan if needed?
  
  
  
  
  
  
  
  
  
  
9. Will your study abroad course have any overlap with or impact on existing University departments and programs?
  
  
  
  
  
  
  
  
  
  
10. Provide external feedback from other universities who have offered study abroad programs at the same university/center where you plan to take students.
  
  
  
  
  
  
  
  
  
  
11. Provide estimated costs for items such as tuition, airfare, health insurance, books & fees, housing, food, field trips, personal expenses, and miscellaneous expenses such as tips to hotel staff. (The final budget is prepared in consultation with the SA director and the HIGE business manager.)

**FINAL PROPOSAL FOR STUDY ABROAD- SIGNATURES**

Please affix this signature page to the end of the proposal. Either scan and attach the signature page with your proposal or send one hard copy to Lee M. Penyak, Ph.D., WMU Director of Study Abroad, Ellsworth Hall, mailstop: 5245. Proposals cannot be reviewed without all appropriate signatures.

	<b>Name (Printed)</b>	<b>Signature</b>	<b>Date</b>
<b>Faculty Director</b>			
<b>Co-Director (if applicable)</b>			
<b>Department Chair (approval)</b>			
<b>Dean (approval)</b>			

<p>Department Chair or Dean: Please mark box indicating how the faculty leader will be paid for the course:</p> <p><input type="checkbox"/> Summer WMU AAUP rate (paid by department)</p> <p><input type="checkbox"/> Other Please explain: _____</p> <p>Signature of Department Chair or Dean (who indicated faculty pay): _____</p>
---

**DEADLINES:**

<b>Program Period</b>	<b>Initial Proposal Deadlines</b>	<b>Final Proposal deadlines</b>
Spring/Summer	March 1 (14 months prior to course)	September 1 (8 months prior to course)
Fall/Winter Break	May 1 (16 months prior to course)	November 1 (10 months prior to course)