



Initial 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.

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

Please submit all documents electronically to 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.

3. What is the medium of instruction for the course? Will students receive instruction in the local language and culture, both before and during the course?

4. Attach an itinerary of excursions and other activities included in the study abroad program.

5. Provide descriptions of housing, food services, and academic and student support at the site. If you have not yet visited the site, indicate the level of current information.

6. Research the locations of your proposed course/program on the U.S. Department of State website (<http://travel.state.gov>). Have any travel warnings or alerts been issued for any of the proposed locations within the past 12 months? Are there other safety, security, or health issues of concern?

7. What other U.S. universities/organizations have participated in study abroad programs at the proposed university/study abroad site?

8. What is the estimated program budget? The program fee is reached by adding the student's direct expenses, the program director's travel expenses divided by the number of students, plus any miscellaneous expenses. (WMU Study Abroad will work with you to develop an estimated budget. The final budget is prepared in consultation with the SA director and the HIGE business manager.)

9. Attach a course syllabus for each course offered. If a complete syllabus has not yet been developed, provide a general outline.

Initial Proposal for WMU Study Abroad Course

SIGNATURES

Please attach this signature page to the end of the proposal. **Either scan and send the signature page or send one hard copy of the signature page to lee.penyak@wmich.edu.** The document cannot be reviewed without all appropriate signatures.

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

Department Chair or Dean: Please mark box indicating how the faculty leader will be paid for the course:

Summer WMU AAUP rate (paid by department)

Other Please explain: _____

Signature of Department Chair or Dean (who indicated faculty pay): _____

DEADLINES:

Program Period	Initial Proposal Deadlines	Final Proposal deadlines
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)