



## Guidelines and Approval Process: WMU Faculty-Led Study Abroad Courses/Programs

All faculty-led study abroad courses/programs offered through Western Michigan University must be approved by the faculty member's department chair and the dean of the respective college as well as by the associate provost of the Diether H. Haenicke Institute for Global Education. Department and College approvals certify the academic rigor of the proposed course/program, while the Haenicke Institute evaluates the feasibility of the program, assesses safety and health issues pertaining to site location(s), and ensures that the course meets the internationalization goals of the University.

There are various stages to the successful development and completion of a study abroad program:

- 1) Consult with WMU Director of Study Abroad, Mr. Lee M. Penyak, Ph.D.
- 2) Obtain preliminary approval from department chair and college dean.
- 3) Submit "Initial Proposal for WMU Study Abroad Course/Program" form.
- 4) Submit "Development Funding for WMU Study Abroad Course/Program" form to conduct exploratory site visit, if needed.
- 5) Submit "Final Proposal for WMU Study Abroad Course/Program" form with necessary signatures.
- 6) Submit "Faculty Director Completion Report" form within 30 days of return to the States.

The Haenicke Institute strongly encourages faculty to consult with WMU Study Abroad during all stages of program development.

Once the "Initial Proposal for WMU Study Abroad Course" has been approved, the faculty program director may apply for "Development Funding Request for WMU Study Abroad Course" through HIGE. During this stage, faculty invest considerable time initiating contacts at the proposed site and host institution, determining lodging, developing the academic program, and preparing the budget. The development stage leads to the submission of the "Final Proposal for WMU Study Abroad Course."

### Typical Timeline

<b>Initial Stages</b>	<ul style="list-style-type: none"> <li>☒ Meet with WMU Director of Study Abroad to begin developing project</li> <li>☒ Obtain initial support from college dean's office</li> </ul>	<ul style="list-style-type: none"> <li>☒ Submit "Initial Proposal" to Study Abroad for feedback</li> <li>☒ If accepted, apply for development funding as needed</li> </ul>	<ul style="list-style-type: none"> <li>☒ Exploratory visit to site</li> <li>☒ Submit "Final Proposal"</li> </ul>
<b>Final Stages</b>	<ul style="list-style-type: none"> <li>☒ Recruiting and marketing (Study Abroad Fair, class presentations, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>☒ Admission decisions, orientation and finalizing plans</li> <li>☒ Attend faculty leader workshop</li> </ul>	<ul style="list-style-type: none"> <li>☒ Accompany students on program.</li> <li>☒ Reconcile all accounts and submit "Faculty Director Completion Report" within 30 days of return to the States</li> </ul>