

**Albany State University**  
**Albany, Georgia**

**GUIDELINES FOR STUDY ABROAD PROGRAMS PROPOSAL**  
**Due Annually - June 30, for following year program**

In preparing a proposal for a study abroad program, a description of the program in accordance with the following guidelines is required.

- I. **Title of study abroad program**
  
- II. **College and Department**
  
- III. **Program Coordinator – Name, Title**
  
- IV. **Goals & Objective of the Program**
  - A. Discuss the purpose of the program, what you hope to achieve, what the students will do and how they will benefit from the program.
  
- V. **Relationship of program to the University’s Strategic Plan- Goal 3**
  
- VI. **Relationship to ASU Department/Major**
  - A. How does the program facilitate the work of the department, its curricula and scholarship?
  
- VII. **Course number(s) and title(s) (Not more than three (3) courses)**
  - A. Title of course(s):
  - B. Corresponding numbers (graduate and undergraduate)
  - C. Credit hours to be granted
  - D. Course prerequisites
  - E. Course description/requirements  
Describe the course, its objectives and activities for students, and how it meets the standards for course offered on the ASU campus.
  - F. Quality of course content  
Describe how the course content is reflective of the knowledge of the subject matter available from contemporary sources.
  - G. Description of the course evaluation plan
  - H. Instructional arrangements
  - I. Complete course approval attach a copy of the syllabus/class schedule
    1. Identify classroom/facilities available
    2. Identify library and other resources available
  
- VIII. **Participants**
  - A. Number of program applicants expected
  - B. Level of education required for enrollment

C. Prerequisites required

**IX. Site Visit**

A. Describe your site visit, name of the host institution or contact with host institution and the pertinent information gathered in preparation for this program.

**X. Travel arrangements and logistics**

A. Country (ies) and City(ies) to be visited

B. Do you plan to use a program provider to set up program logistics or will be responsible for all logistics?  
\_\_\_ yes \_\_\_ no if using a company, name it.

C. Tentative Schedule

1. Dates for the program
2. Itinerary (attach daily schedule)

D. International and /or domestic airline(s)

Which airline do you plan to use?

Do you plan to travel with students as a group?

Will students travel independently and meet at site destination?

E. Ground transport arrangements

F. Housing arrangements

Describe facility and include address, contact person, telephone number, fax number, etc.

G. Security/safety plan, as determined in the site visit

Where is the US Embassy located? Do you know where the nearest hospital is located?

H. Cell Phones

All Program coordinators are required to carry a cell phone for the duration of the program, and a reasonable estimation of the cost of international calls to/from the University for official University business should be built into the program cost to cover applicable reimbursements.

**XI. Faculty**

A. Qualifications of ASU faculty teaching in the program

B. Qualifications of international faculty teaching in the program

C. Will there be designated Co-Program Director traveling on the program?

**XII. Recruitment**

A. How will you recruit qualified applicants?

**XIII. Pre-departure orientation**

A. Describe plan for pre-departure orientation

**XIV. Evaluation plan**

\*\*All participants will receive an evaluation form sent electronically by the staff in Study Abroad Programs upon their return from the program. Once compiled, the evaluations will be sent to the Program Coordinator.

**XV. Affiliated or host international institution**

A. Describe the host institution, if any, and assess the benefits and liabilities of such an affiliation for ASU.

**XVI. Budget**

**Albany State University's Study Abroad Programs  
Projected Budget**

Title of Study Abroad Program: \_\_\_\_\_  
Country (ies) to be visited: \_\_\_\_\_  
College or Department: \_\_\_\_\_  
Program Coordinator: \_\_\_\_\_  
Dates of Program: \_\_\_\_\_  
Projected No. of Participants: \_\_\_\_\_

**Cost per Participant:**

Airfare: \_\_\_\_\_  
Ground Transportation: \_\_\_\_\_  
Meals (if included): \_\_\_\_\_  
Accommodations: \_\_\_\_\_  
Mandatory Insurance (\$10 per week or \$40 for 4 weeks) \_\_\_\_\_  
Guest Speakers/Instructors: \_\_\_\_\_  
ASU Tuition (may include in program cost or not): \_\_\_\_\_  
Excursions: number and cost \_\_\_\_\_  
Marketplace credit card fee: \_\_\_\_\_  
Administrative Fees: \_\_\_\_\_  
Incidental Expenses: \_\_\_\_\_  
**Total:** \_\_\_\_\_

**Program Coordinator's Expenses: (To be built into participant's cost for program)**

Airfare : \_\_\_\_\_  
Per Diem (food & housing): \_\_\_\_\_  
Insurance: \_\_\_\_\_  
Ground transport: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_  
Recruitment: \_\_\_\_\_  
Additional Brochures: \_\_\_\_\_  
Currency Fluctuation: \_\_\_\_\_  
  
Total: \_\_\_\_\_  
  
Total Cost per Participant: \_\_\_\_\_