Program Proposal Form

Program Information

Proposer Name: __________________________________________   Email: _____________________________

Program Name: _______________________________________________________________________________

Location(s): Countries: ______________________________________________

Cities: ____________________________________________________________________________________

Partner Institution(s), if any: __________________________________________________________________

Accredited Institution of Record for Coursework, if any: ________________________________

Term(s): □ Fall  □ Fall Break  □ Winter  □ Spring  □ Spring Break  □ Summer

How often will the program repeat? ___________________ Year of First Program: __________________

Target Audience(s): □ Undergraduates  □ Graduates

Will a UConn leader ever travel as part of this program? □ Yes  □ No

Additional Information

Please attach all the following documents separately. The Education Abroad Advisory Committee will require all this information to conduct its formal review.

1. Student learning outcomes
2. Course syllabi (for each course), to include:
   • UConn course number and title
   • Number of credit hours
   • Prerequisites and eligibility requirements, if any
   • Any internship, service-learning, research, or other experiential elements
3. Program itinerary (if a custom program), to include:
   • Prospective dates of arrival and departure
   • Calculation of contact hours
   • Activities and their relevance to the course(s)
   • Preferred accommodations
   • Preferred mode(s) of transportation
4. Implementation plan (one page narrative), to consider:
   • Affordability
   • Participant safety and security
   • Institutional liability
   • Marketing and promotion
   • Long-term sustainability

Approval Signatures

Proposer: __________________________________________   Date:________________________

Department/Unit Head: __________________________________________   Date:________________________

College Dean/Unit Administrator: __________________________________________   Date:________________________

Education Abroad may request periodic updates, including final program dates, any program or course changes, and current contact information. Education Abroad cannot promote this program until Global Affairs finalizes these details.

Global Affairs Use Only

Director of Education Abroad: ____________________________ Date Received:________________________

Vice President of Global Affairs (or designee): ____________________________ Date Approved:________________________