Faculty-Led 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

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:
   a) UConn course number and title
   b) Number of credit hours
   c) Prerequisites and eligibility requirements, if any
   d) Any internship, service-learning, research, or other experiential elements
3) Program itinerary, to include:
   a) Prospective dates of arrival and departure
   b) Calculation of contact hours
   c) Activities and their relevance to the course(s)
   d) Preferred accommodations
   e) Preferred mode(s) of transportation
4) Implementation plan (one page narrative), to consider:
   a) Affordability
   b) Participant safety and security
   c) Institutional liability
   d) Marketing and promotion
   e) 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: ____________