

Application for PSU Faculty-Led Group Study Abroad Program

Name of Faculty Leader: _____

Academic Department: _____

Dates of the Program: _____ Destination Country(ies): _____

Minimum Number of Student Participants: _____ Maximum #: _____

Est. Program Fee per Student w/out tuition: _____ Is airfare included? Yes No

Is lodging included? Yes No What meals are included? _____

Are the students receiving funds from another source? YES NO

If yes, how much and from what source? _____

Does this program include a home stay for students with families? YES NO

Will the Program award PSU Credit? YES NO If Yes, How many credits? _____

How will faculty expenses be paid? _____ budgeted into student cost _____ paid by faculty
_____ grant or other funding (provide details)

A Continuing & Graduate Studies Course number for this Program has been assigned.

YES NO If not, why not? _____

Course Name: _____

Course Number: _____

A course syllabus must be attached to this application if the Program includes academic credit.

If relevant, a letter of agreement with a university, school, company, etc. must be submitted with the application.

On separate sheets of paper, please include the following items:

1. A brief description of the course and itinerary, including a rationale for chosen location, along with a description of the benefits for the students.
2. A complete budget including proposed deposit dates and payment deadlines.
3. A program design statement which addresses:
 - a. The degree of immersion in culture and language on site
 - b. Plans for program promotion, target audience
 - c. Plans for pre-departure and in-country preparation of students
 - d. Plans for travel – will the students travel together as a group? Be met at the foreign airport? Be expected to make their way to their destination independently? What will the faculty leader's role be in travel arrangements?
 - e. Overview of how safety, health, and security will be managed on site (e.g. Where can students receive health care? How will accommodation and local transportation be handled with safety in mind?) Identify risks associated with the program site and program activities and how that risk will be managed.
 - f. Housing arrangements for participants and leaders (It is recommended that faculty leaders be housed with or nearby participants. If housed at a distant location, justify.)
 - g. Plans for supervision of students during the program including plans to address student conduct and disciplinary issues. Include plans to remain aware of students who undertake independent travel during the program dates.
 - h. Contingency plans. In the event that things do not go as planned, or that something happens to you as the group leader while abroad how will the program proceed?
 - i. The expected outcomes of the program
 - j. How the program will be evaluated

This program is approved by:

Faculty Leader

Date

Department Chair

Date

Dean

Date

Complete the application and send to the Study Abroad Coordinator in Whitesitt 118.