Georgia State University Study Abroad Programs
Approval Form: New Program
(Must be attached to formal proposal.) Please Type.

Program Title: ________________________________________________________________

Cities & Countries Included in Program: __________________________________________

Program Director: ____________________________________________________________

Telephone: ________________________ E-mail: ________________________________

Dates of Program: _____________________________________________________________

Sponsoring College and Department: ____________________________________________

Office Responsible for Budget: ________________________________________________

Department/Office Business Manager: __________________________________________

Course Number UG:______________ G:______________

Number of Credits UG:______ G:______

Signatures:

Date Program Director

Date Department Chair

Date Dean of College

Date Director, Study Abroad Programs

Date Associate Provost for International Initiatives

Date Senior Vice President for Academic Affairs and Provost

Please submit this form to: Jeremy Billetdeaux, Director, Study Abroad Programs, Office of
International Initiatives, 10 Park Place South, Suite 500. Please adhere to the following
deadlines: February 1, 2014 for Fall 2014 programs, June 1, 2014 for Spring 2015 programs, and
September 15, 2014 for Maymester/Summer 2015 programs.
GEORGIA STATE UNIVERSITY
GUIDELINES FOR STUDY ABROAD PROGRAM PROPOSALS

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. Sponsoring College and Department

III. Program Director - Name, Title

IV. Goals & Objectives 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

VI. Relationship to GSU Department/Major
   A. How does the program facilitate the work of the department, its curricula and scholarship?

VII. Course number(s) and title(s)
   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 courses offered on the GSU 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. 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 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?
      ____ yes ____ no    If so, which company do you plan to use?
   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 the students as a group?
      Will students travel independently and meet at site destination?
   E. Ground transportation arrangements
   G. Housing arrangements
      Describe facility and include address, contact person, telephone number, fax number, etc.
   H. Security/safety plan, as determined in the site visit.
      Where is the US Embassy located? Do you know where the nearest hospital is located?
   I. Cell Phones
      All Program Directors 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 GSU faculty teaching in the program
   B. Qualifications of international faculty teaching in the program
   C. Will there be a 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 Director.

XV. Affiliated or co-sponsoring international institution
   A. Describe the co-sponsor, if any, and assess the benefits and liabilities of such an affiliation for GSU.
XVI. BUDGET

Georgia State University’s Study Abroad Programs
Projected Budget

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title of Study Abroad Program</td>
<td></td>
</tr>
<tr>
<td>Country(ies) to be visited</td>
<td></td>
</tr>
<tr>
<td>Sponsoring College</td>
<td></td>
</tr>
<tr>
<td>Program Director</td>
<td></td>
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<tr>
<td>Dates of Program</td>
<td></td>
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<tr>
<td>Projected No. of Participants</td>
<td></td>
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</tbody>
</table>

**Cost per Participant:**

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare</td>
<td></td>
</tr>
<tr>
<td>Ground Transportation</td>
<td></td>
</tr>
<tr>
<td>Meals (if included)</td>
<td></td>
</tr>
<tr>
<td>Accommodations</td>
<td></td>
</tr>
<tr>
<td>Mandatory Insurance ($9.36 per week)</td>
<td></td>
</tr>
<tr>
<td>Guest Speakers/Instructors</td>
<td></td>
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<tr>
<td>Excursions</td>
<td></td>
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<tr>
<td>Administrative Fees/Incidental Expenses</td>
<td></td>
</tr>
<tr>
<td>Program Reserve (5-10%)</td>
<td></td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Program Director’s Expenses:** (To be built into participant cost of program)

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare</td>
<td></td>
</tr>
<tr>
<td>Per Diem (food &amp; housing)</td>
<td></td>
</tr>
<tr>
<td>Insurance ($9.36 per week)</td>
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<tr>
<td>Ground transportation</td>
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<tr>
<td>Cell Phone</td>
<td></td>
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<tr>
<td>Recruitment</td>
<td></td>
</tr>
<tr>
<td>Additional Brochures</td>
<td></td>
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<tr>
<td>Currency Fluctuation</td>
<td></td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td></td>
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</tbody>
</table>

**Total Cost per Participant:**

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*Study Abroad Programs, Revised 3/14*