



## Initial Proposal for WMU Study Abroad Course/Program

Note: Please submit your responses on this PDF fillable form. Feel free to attach a WORD document in the event more space is needed for a given topic.

<b>Name of Faculty Director(s):</b>	
<b>Faculty Member's Department or Program:</b>	
<b>Title of Proposed Course:</b>	
<b>Destination Country or Countries:</b>	
<b>Faculty Office Phone:</b>	<b>Faculty Cell Phone:</b>
<b>Faculty Fax:</b>	
<b>Faculty E-mail:</b>	
<b>Faculty University Address:</b>	
<b>Proposed Starting Date for Program:</b>	
<b>Duration of Program Abroad:</b>	
<b>Semester or Summer Course Offered:</b>	
<b>Target Enrollment:</b> _____ <b>Maximum Enrollment*:</b> _____ <b>Minimum Enrollment*:</b> _____	
*Maximum and minimum enrollment numbers are designed to help HIGE develop the program fee. Each faculty-director's dean determines college enrollment targets at the start of each recruitment cycle for a given study abroad program.	
<b>Target Audience: (major, minor, programs, student groups, etc.)</b>	

Please submit all documents electronically to [lee.penyak@wmich.edu](mailto:lee.penyak@wmich.edu). Either scan and attach the signature page or send one hard copy of the signature page to Lee M. Penyak, Ph.D., WMU Director of Study Abroad, Ellsworth Hall, mailstop: 5245.

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Please answer the following questions:

1. Provide a general description of the proposed course. Include credit hours, contact hours, and academic resources required. (Contact hours/credit should follow standard parameters of home department.)
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
2. How does this course complement the strategic goals and international objectives of your department and college?

3. What is the medium of instruction for the course? Will students receive instruction in the local language and culture, both before and during the course?

4. Attach an itinerary of excursions and other activities included in the study abroad program.

5. Provide descriptions of housing, food services, and academic and student support at the site. If you have not yet visited the site, indicate the level of current information.

6. Research the locations of your proposed course/program on the U.S. Department of State website (<http://travel.state.gov>). What is the risk level assigned to the country(s) to which you will travel? Are there other safety, security, or health issues of concern?

7. What other U.S. universities/organizations have participated in study abroad programs at the proposed university/study abroad site?

8. What is the estimated program budget? The program fee is reached by adding the student's direct expenses, the program director's travel expenses divided by the number of students, plus any miscellaneous expenses. (WMU Study Abroad will work with you to develop an estimated budget. The final budget is prepared in consultation with the SA director and the HIGE business manager.)

9. Attach a course syllabus for each course offered. If a complete syllabus has not yet been developed, provide a general outline.

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SIGNATURES

Please attach this signature page to the end of the proposal. **Either scan and send the signature page or send one hard copy of the signature page to [lee.penyak@wmich.edu](mailto:lee.penyak@wmich.edu).** The document cannot be reviewed without all appropriate signatures.

	Name (Printed)	Signature	Date
Faculty Director			
Co-Director (if applicable)			
Department Chair (approval)			
Dean (approval)			

Department Chair or Dean: Please mark box indicating how the faculty leader will be paid for the course:

Summer WMU AAUP rate (paid by department)

Other Please explain: \_\_\_\_\_

Signature of Department Chair or Dean (who indicated faculty pay): \_\_\_\_\_

**DEADLINES:**

Program Period	Initial Proposal Deadlines	Final Proposal deadlines
Spring/Summer	March 1 (14 months prior to course)	September 1 (8 months prior to course)
Fall/Winter Break	May 1 (16 months prior to course)	November 1 (10 months prior to course)

