**CONTINUATION**

**FACULTY-LED STUDY ABROAD PROGRAM**

#### **PROGRAM TITLE**

|  |  |
| --- | --- |
| Faculty Program Director(s): |  |
| Email & phone number(s): |  |
| Program: |  |
| Sponsoring Department(s): |  |
| Sponsoring College(s): |  |
| Proposed starting date for program: |  |
| Length of program: |  |
| Course(s) & number of credit hrs: |  |

**INSTRUCTIONS**

**Describe any changes** to the program by responding to the questions below. Include as much information as you have, and indicate clearly the areas where further work is necessary. Submit the following documents to Kirsten Bartels (bartelki@gvsu.edu): 1) the completed form with all appropriate signatures; 2) a syllabus for each course offered; 3) the proposed itinerary; 4) the program budget.

1. **Program Changes.** Are you proposing any changes to the Program from the previous offering? If yes, please specify what those changes are and attach new documents as necessary.
2. **Courses.** Identify all course(s) that would be included in the program. Indicate whether they would be new courses or existing courses offered abroad, and indicate which requirements they would fulfill. If the course(s) would be offered by a host institution, please discuss the arrangements.
3. **Have you identified a co-director for the program**? If so, please indicate their name, position, and department, and describe their relevant experience below. If you are planning to use a third-party provider that will act as the co-director, please indicate this.
4. **Have you identified an alternate program director**? If so, please indicate their name, position, and department, and describe their relevant experience below.
5. **Estimated budget.** Attach a preliminary budget for the program that includes students’ direct expenses, the program director’s expenses, and any additional expenses (see sample Budget spreadsheet).
6. **Syllabus**. Attach a copy of the syllabus for each course you plan to offer.

**APPROVALS/SIGNATURES**

Signatures from the Program Director, Executive Director of the Padnos International Center, Department Chair(s), and College Dean(s) are required before the proposal is reviewed by the International Education Committee (IEC).

**Submitted by:**

Faculty Program Director

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Name Signature Date

Program Co-director

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Name Signature Date

**Approved by:**

Executive Director of the Padnos International Center

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Name Signature Date

Department Chair

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Name Signature Date

College Dean

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Name Signature Date

Provost’s Office

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Name Signature Date