

**Faculty-led Programs: New Program Proposal Guidelines  
Proposal Deadlines: October 1 for the following Summer.**

A complete faculty-led program proposal will include the following:

**1. COVER SHEET (see page 2)**

**2. SYLLABUS:** A detailed syllabus describing the academic focus, learning outcomes, assessment, assignments, etc. Each proposal should contain specific course content and specific goals, including readings.

**3. ITINERARY:** An itinerary describing class activities on each day of the trip. These activities should correspond to and support the academic goals of the course. Also include exact location(s) of the proposed program, including an indication of destination(s) and transportation mode(s) for day trips or longer excursions

**4. PROGRAM DESCRIPTION:** a description of the proposed program, addressing the following:

**Academic Issues**

- The program's content, level and disciplinary focus; to which students (level, discipline) will the program be targeted;
- How the program relates to Washington University's on-campus curriculum or will help to strengthen the international emphasis.
- Please describe the unique qualities and value-added components of this program; what programs currently exist through other institutions that might compete or duplicate the academic experience offered by this proposed program?
- Instructional delivery methods to be used: Classroom lectures? Telesys? Tours? Site visits? Guest speakers? How each of these supports the academic focus of the program.
- Any pre-departure or post-return activities required of the students

**Administrative Issues:**

- On-site resources that will be used, such as teaching facilities, academic or cultural resources, housing/accommodations. Overseas Programs will be seeking additional information in relation to safety and liability coverage of on-site service providers in order to safeguard the faculty director and the university from potential liability in case of an accident.
- Any information about the program's format, activities, or selected travel or accommodation arrangements that might limit access for students with disabilities.
- Known Risks or Dangers: information about road conditions, areas of disease, forces of nature (earthquake region, avalanches, extreme heat or cold, typhoons, etc.), political or social instability. This information may be provided by printing and attaching current Consular Information Sheets for each target country from the State Department's Web site ([http://travel.state.gov/travel\\_warnings.html](http://travel.state.gov/travel_warnings.html))
- Visa requirements for each destination.

**5. ESTIMATES AND BUDGET: (see page 3)** An estimate of expenses for the proposed program: the figures will be used by Overseas Programs to create an actual budget for your program. When estimating, consider the following: airfare, accommodations, ground travel, admission fees, guest lecturers, facility charges, health insurance, ISIC, and any formal events. The cost will vary based on number of students participating: be sure to indicate number of participants on which the cost estimate was based.

**ARTS & SCIENCES**

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**COVER SHEET****APPLICANT INFORMATION**

Faculty Director(s)

Sponsoring Unit(s)/Department(s)/School(s)

Campus Address

Phone

Fax

E-mail

**PROGRAM LOGISTICS**

Name/Course Title/Number

Site(s)

Dates (departure/return)

Total number of days

**1. Is this an existing course in the University Catalog? ♦ Yes ♦ No**

If "No," please attach Curriculum Committee Approval

**2. Will the program be designed for: ♦ Undergraduate students ♦ Graduate students ♦ Both****3. Will the program be open to students from other universities? ♦ Yes ♦ No**

If "Yes," please explain how the program will be promoted:

**4. Will participation require completion of prerequisite courses? ♦ Yes ♦ No**

If "Yes," please identify prerequisites:

**5. If using a partner institution, please attach any relevant materials about that institution.****SIGNATURES OF APPROVAL**

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Name of Applicant(s)

Signature

Date

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Name of Department Chair(s)

Signature

Date

## ARTS & SCIENCES

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### BUDGET TEMPLATE

#### Faculty-led Program

Name of Faculty: \_\_\_\_\_ Date: \_\_\_\_\_  
 Department: \_\_\_\_\_ Course No.: \_\_\_\_\_  
 Course Name: \_\_\_\_\_ No. of Credits: \_\_\_\_\_

#### General guidelines for preparation:

1. Make best estimate of number of students expected to take the course.
2. Please provide best estimates for budget lines.

**I. ENROLLMENT** How many students are expected to take this course? min. \_\_\_\_ max. \_\_\_\_

#### II. EXPENSES

Column A      Column B      Column C

##### A. Faculty Expenses:

1. Air fare	\$ _____		
2. Accommodations (Housing/Lodging)	\$ _____		
3. Meals	\$ _____		
4. Events (tickets, admissions, etc.)	\$ _____		
5. Excursion and Local transportation	\$ _____		
6. Transportation (home campus location)	\$ _____		
<b>Subtotal A</b> (Add "1" through "6")		\$ _____	

##### B. Program Expenses:

1. Course Materials (handouts, etc.)	\$ _____		
2. Events (tickets, admissions, etc.)	\$ _____		
3. Publicity and Recruitment	\$ _____		
4. International Faculty Honorarium	\$ _____		
5. Int'l University Fees	\$ _____		
6. Rentals (list) _____	\$ _____		
7. Other (list) _____	\$ _____		
8. Petty cash (usually \$500)	\$ _____		
<b>Subtotal B</b> (Add "1" through "8")		\$ _____	
<b>Total Faculty Expenses and Program Expenses (subtotals A+ B)</b>			\$ _____

##### C. Student Expenses: Costs per student paid by the University or student

1. Air fare	\$ _____		
2. Accommodations (Housing/Lodging)	\$ _____		
3. Selected Meal(s) (if any)	\$ _____		
4. Events (tickets, admissions. Etc.)	\$ _____		
5. Excursions and Local Transportation	\$ _____		
6. Health Insurance (\$55/month)	\$ _____		
7. Other _____	\$ _____		
<b>Total Student Expenses (Add "1" through "7")</b>			\$ _____