



## **STUDY ABROAD PROGRAM PROPOSAL**

The International Initiatives Committee (IIC) thanks you for your interest in proposing a new SLU-approved, study abroad program<sup>1</sup>. Please complete all areas of this proposal. The application must be completed in order: first Step 1, then Step 2 and finally Step 3.

You will be notified in writing of the decision made by the committee.

### **General Instructions**

- ✓ Allow at least 1 semester for the processing and approval of your program. In some cases, it may take more than one semester.
- ✓ Failure to complete this form in its entirety may result in delays and/or cancellation of the program proposal.
- ✓ Please be aware that promotion of a study abroad program may take considerable time. This is a shared responsibility between the department sponsoring the program and the Study Abroad office.
- ✓ If brochures are printed, your department will be responsible for the cost of the printing.
- ✓ If approved, your program will be placed, free of charge, in the Study Abroad Office's web page.
- ✓ A pre-departure orientation in conjunction with the Study Abroad Office will be required.
- ✓ All applications must be submitted to the Study Abroad Office, located in the Office of International Services in DuBourg Hall 150.

---

### **STEP 1**

#### **GENERAL DATA**

Before the proposal can go forward to the IIC you must first meet with your department head and the dean of your school to discuss the course's academic requirements. Please answer the following questions.

Proposed location of the program (City and Country): \_\_\_\_\_

Language of Instruction: \_\_\_\_\_

Have you discussed the proposed program with your department chair?     Yes     No

Have you discussed the proposed program with your Dean?     Yes     No

What kind of students are you targeting?     Undergraduate     Graduate     Both

Is this a...?     One-time program     Occasional program     Permanent program

---

<sup>1</sup> "Study Abroad" here means a SLU-sponsored program in which students earn academic credit for study outside the United States. It does not apply to programs wholly sponsored by other institutions, faculty exchanges, or non-academic travel.

What kind of program is this?     Semester-long     Year-long     Summer Program

Anticipated Enrollment: \_\_\_\_\_

Who is going to teach the course?     SLU Faculty     Faculty from Another University     Both

Can students use these credits toward their major and/or core requirements? (Successful programs have courses that can be used by most colleges and schools at SLU)     Yes     No

Please list guest lecturers and include (1) the school where they currently teach, (2) the area/subject that they teach, and (3) their contact information (e-mail or phone):

**Mandatory:** Include your Curriculum Vitae (C.V.) as well as the C.V. for all professors teaching a course in the program (we don't need a C.V. for one-time speakers, just those with major responsibility for the course(s))

**Mandatory:** Include a copy of the intended syllabus for the course(s) proposed.

---

## **STEP 2**

### **LOGISTICS**

A large part of setting up a new study abroad program involves setting up the logistics. The Study Abroad office will work with you in this area. You will be required to make an appointment with the Study Abroad office during this stage in order to talk about the different details involved in this area.

Who is your contact at the partner College/University/Other Institution?

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Name of School/Institution: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Country: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

School's Web Site: \_\_\_\_\_

Provide a description of the location (City and Country):

Provide information about the partner College/University/Other Institution:

Provide a description of the program you're proposing:

Please provide a course description, including course title and level, what department(s) is/are sponsoring your course, and any prerequisites.  
(e.g. POL A3XX: Role of the European Union in Italian Politics...and a description):

What are the minimum requirements for students to participate in your program? For example, minimum GPA of 2.5, 1 or 2 letters of recommendation, official transcripts from all colleges attended, class status (junior, senior, etc.) and good academic/disciplinary standing. If there are language requirements, other than English please note them.

What are the proposed program dates? (e.g. Fall Semester: August 27-December 13, Summer: May 20-June 25, etc.)

What is the tentative calendar for your proposed program? (This is the day-by-day schedule of classes and/or excursions. Most of the time, this will be part of the syllabus. If this is part of the syllabus, please write "See Syllabus"):

Housing: Where would students be housed while in the proposed program? How many students per room? Are linens and towels included? Is there access to the internet/e-mail in their rooms? Any other helpful information?

Meals: Are meals included with the housing? If so, how many meals a day will students have? If not, where will students have their meals and what is the average price of a meal?

Fees: Please write the cost of the following:

SLU Tuition per credit hour: \_\_\_\_\_

Housing: \_\_\_\_\_

Meals: \_\_\_\_\_

Transportation within the country (e.g. buses to museums, etc.): \_\_\_\_\_

Any other fees related to the program (please specify): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Estimated air travel from the U.S.: \_\_\_\_\_

Estimated personal expenses per students (spending money): \_\_\_\_\_

---

**STEP 3**

**APPROVALS**

As the final stage of the program proposal, you must get the approvals of various departments/offices. Approval means a signature **AND** letter, from each office/department, stating it has reviewed and discussed the program proposal with you, and that it is approving this program.

\_\_\_\_\_

Department Chair

\_\_\_\_\_

Date

\_\_\_\_\_

Dean of College/School

\_\_\_\_\_

Date

\_\_\_\_\_

Chair of the International Initiatives Committee

\_\_\_\_\_

Date

\_\_\_\_\_

Provost

\_\_\_\_\_

Date

**Mandatory:** If your classes are going to be cross-listed with another department, then you must get the signature of the Dean or Chair of each of the colleges or department (whichever applies):

_____ Dean/Chair	_____ College/Department	_____ Date
_____ Dean/Chair	_____ College/Department	_____ Date
_____ Dean/Chair	_____ College/Department	_____ Date
_____ Dean/Chair	_____ College/Department	_____ Date
_____ Dean/Chair	_____ College/Department	_____ Date

---

Please submit completed applications to:

Study Abroad Coordinator  
Office of International Services  
DuBourg Hall 150

If you have any questions, please contact the Study Abroad Coordinator at (314) 977-2318.

A letter from the Office of International Services evaluating the proposed program must be attached to this application when submitted to the International Initiatives Committee (IIC).