



FACULTY EDUCATION ABROAD PROGRAM PROPOSAL (Credit Bearing Programs Only)

Faculty members interested in proposing credit-bearing, faculty-led programs at Radford University will need to submit the following information for review by the Education Abroad Advisory Council (EAAC). The required information outlined in this document has been established to ensure consistency, minimize liability, and maximize resources. For more information, faculty may consult, and familiarize themselves with the [Guidelines for Faculty-Led Education Abroad Programs](#)

You will need to address each of the sections, outlined in the table below, in a separate word document. Once completed, please return all required documentation to Sara Coulson, Education Abroad Coordinator, at soulson4@radford.edu

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Section I: Overview

Provide the following basic information about the proposed program

- Program name*
- Program location(s)
- Program dates
- Program Description (summary of the program one or two paragraphs)
- Sponsoring

Section IV: Instruction and

- Travel Warnings
 - Programs being proposed in a location with a Travel Warning published by the U.S. Department of State (<http://travel.state.gov>) must submit a petition to MCGEE prior to developing the program. Contact MCGEE with any questions on the petition process.
- Living Arrangements
 - No more than three students per room are allowed.
 - Students are not allowed to share a bed.
 - Provide information as to where the group will be housed and what the meal arrangements will be, especially how students with specific dietary needs are accommodated.
 - Address provisions for adequate sanitation, food, water, and housing safety.
 - If host families will be used, discuss the screening/selection process.
- Safety
 - Elaborate on any known risks, such as communicable diseases present in the area (e.g., hepatitis, avian flu, etc.), high crime rates, and unsafe local transportation students may use (e.g., taxis, etc.).
 - Discuss any safety measures that will be in place to minimize these risks.

Section IX: Project Enrollment

- List the desired minimum and maximum number of participants. Note that faculty-led programs must enroll the minimum number of students in the pre-approved budget in order to ensure that a break-even analysis is met. The minimum number of students enrolled may vary depending on the program, so please keep in mind that this will have a direct effect on the cost of the program.
- All program advertisements must include a disclaimer regarding enrollment and pricing such as: "The final price of the program will depend on participant enrollment".

Section X: Program Budget

- Make an appointment with the Education Abroad Coordinator at the very beginning of the process. During the meeting, a detailed program budget will be created utilizing the approved budget template (provided during the meeting). However, in preparation for the meeting, you should gather as much current information as possible regarding the expected expenses prior, during, and after the program. It is expected that you will bring current sourced documentation for the expenses that will be included in the budget. Estimated information is accepted, but it must be current.

DEPARTMENT AND DEAN APPROVAL FORM

Please obtain the following supporting signatures and include this page with your application materials.

Faculty Leader: _____

Program Name: _____

Term: _____

I hereby certify that: (1) the program above falls under my College/School; (2) I have read the program proposal presented to me and (3) that I approve it.

Dept. Chair/School Director Signature: _____

Dean Signature: _____

Dept. Chair/School Director Name: _____

Dean Name: _____