

Faculty-Led, Short-Term Study Abroad Program Intent to Lead Form

Academic Year 2024–2025

Fall 2024, Spring 2025, Summer 2025

The Intent to Lead Form is required for all CWRU credit-bearing, traditional faculty-led study abroad courses that intend to use the full resources of the Office of Education Abroad to support their program. This form is the first step in the program proposal process; additional paperwork is due at a later date. This form must be approved by your department chair and dean's office before posting or marketing the course. All completed forms should be submitted to Valerie Rambin (var26@case.edu).

If you have any questions, please contact [Valerie Rambin](#) at the Office of Education Abroad.

PROGRAM LEADERSHIP	
Faculty Leader Name:	Email:
School/College:	Department:
Have you led or co-led a faculty-led program before?	<input type="radio"/> Yes <input type="radio"/> No
Co-Leader Name:	Email:
School/College:	Department:
Have you led or co-led a faculty-led program before?	<input type="radio"/> Yes <input type="radio"/> No
PROGRAM BASICS	
Program Name:	Country:
Enrollment Term (Program Travel):	
<input type="radio"/> Fall Semester (Winter Break)	<input type="radio"/> Spring Semester (Spring Break)
<input type="radio"/> Spring Semester (May Abroad)	<input type="radio"/> Summer (May Session)*
<input type="radio"/> Summer (June, July, August)*	
Proposed Start Date:	Proposed End Date:
Is this a new or recurring program?	<input type="radio"/> New <input type="radio"/> Recurring, Last Ran:
SIS INFORMATION	
<i>The information below can be found in SIS or with your school's Registrar.</i>	
SIS Course Code (e.g. UNIV 100):	Section Number:
SIS Course Title (if different from program name):	
Has this course successfully completed the university's course approval process? <input type="radio"/> Yes <input type="radio"/> No	
Min. Enrollment:	Max. Enrollment:
Number of Credit Hours:	
Who can enroll in this course?	
If department specific, please provide criteria:	
Pre-requisites as listed in SIS:	
<i>Note: all study abroad courses are required to select Instructor Consent Required in SIS.</i>	
REVIEW AND APPROVALS	
Have you read the Roles and Responsibilities for Leading Study Abroad Courses with Undergraduate Students and are you prepared to sign it during this process? <input type="radio"/> Yes <input type="radio"/> No	

Faculty Leader Signature: Date:
 Name of Faculty Leader:
 Co-Leader Signature: Date:
 Name of Co-Leader:
 Department Chair Signature: Date:
 Name of Department Chair:

TIMELINE

Program Travel	Intent to Lead Form	Program Proposal Form	Program Recruitment	Application Deadline	Instruction Term
Winter Break [†] 1.5–2 weeks	March 1	April 1	April–September	Early September	Fall Semester
Spring Break [†] 1 week	July 1	August 1	September–January	Late January	Spring Semester
Spring (May Abroad) [†] 1–2 weeks	July 1	August 1	September–January	Late January	Spring Semester
Summer (May Session)* 3 weeks	October 1	November 1	November–March	Mid-March	Summer Term
Summer* 3–4 weeks	October 1	November 1	November–March	Mid-March	Summer Term

[†]Courses in these terms must have pre-departure and post-return class meetings.

*Students pay additional summer tuition for courses in these terms.