Faculty-Led Program Information Form

BASIC INFORMATION

Program Name:_____

SIS Course Designation:_____

Department: _____

How many credit hours will be awarded to students?:_____

In which term is this program running?:

☐ Winter Break

☐ Spring Break

☐ Spring (May Abroad)

☐ May Term

☐ Summer I

☐ Summer II

Faculty Leader Name(s) and Title(s):_____

Email(s):_____

Phone Number(s):_____

Program Director Name and Title (if different from faculty listed above):_____

_____

Email:_____

Phone Number: _____

Is this person traveling on the program?   ☐ Yes ☐No

**Would faculty/staff member(s) travelling with the students like to be included in STEP registration?

(STEP is a notification system through the U.S. Department of State that allows the U.S. Embassy in-country to locate and assist registrees in an emergency. The Office of Education Abroad will register students before departure; faculty/staff are also registered, if desired):

☐ Yes. Please provide:

Name(s) as appear on passport:_____

Date of Birth:_____

Optional: Passport number and expiry date:_____

☐ No

Speedtype where program fees should be journaled:_____

Department assistant or finance manager to be copied on journals:

Name:_____

Email:_____

Has this course been through the University course approval process? ☐ Yes ☐ No

Students eligible to attend (undergraduates/graduates/both)**:** _____

Majors eligible to attend: _____

Is there a foreign language requirement?:_____

Are there any program pre-requisites? If yes, please list:

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How does this course count for students? (Global and Cultural Diversity, Social Science, Core Major Curriculum, etc.):

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TRAVEL ITINERARY

Are students expected to purchase their own flight or is a Group Flight <u>required</u> of all participants?:

☐   Students have the flexibility to purchase own flights based on dates of the program
       (The Office of Education Abroad will ask students for their individual itineraries)

☐   Group Flight is included in program fee
       (please attach flight itinerary to this Information Sheet)

☐   Other.
       Please elaborate:_____

Program Location (please list all cities and countries you will be visiting)**:**

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When does the course begin in-country? Do not count travel dates:_____

When does the course conclude in-country? Do not count travel dates:_____

Detailed program itinerary:

Inclusive Date(s)	City, Country

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Accommodation Information (please list hotel/hostel names if applicable, addresses, phone numbers. OR you may provide the website of your accommodations and we will gather the necessary information)**:**

Total Program Fee: _____

Please indicate which of the following are included with the program fee:

Item	INCLUDED in program fee	NOT INCLUDED in program fee	Notes:
Flight	☐	☐	
Housing	☐	☐	
Meals (Breakfasts, lunches, dinners? Some? All?)	☐	☐	
In-country transportation (Flight? Ground travel?	☐	☐	
Admission fees (museums, exhibits, etc)	☐	☐	
Excursions	☐	☐	
Lab/Field fee (if applicable)	☐	☐	
Other (please specify)	☐	☐	

☐   Attach your Budget Worksheet to this form

MARKETING

Is this program advertised elsewhere on CWRU's website?
If so, please provide the URL, so that we may link to it:
_____

Program Description. Think: 2-3 paragraphs "selling" the program to students. Highlight visits to local businesses and museums; explain why the course is so important and its impact on the country you're visiting. This will appear on our website. You can see examples by searching for other Spring Break/Winter Break/May Term programs on our website: www.case.edu/studyabroad

Revised October 2016

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**Please attach any marketing materials that you will use to advertise your program.
Pictures, testimonials, descriptive accounts of program outings will be incorporated into our website.

<div align="center">**APPROVALS**</div>

Department Chair Approval: _____
(Signature)

Dean's Office Approval: _____
(Signature)

<div align="center">**APPLICATION INFORMATION**</div>

If you would like to customize the application process for students, please contact us. We are happy to collect additional information from students or provide them additional learning/contractual materials that are applicable to your program.