Faculty-Led Study Abroad Program Proposal Form
Academic Year 2025–2026
Fall 2025, Spring 2026, Summer 2026

The Program Proposal 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, an approved budget, and Faculty-Led Agreement Form must be received and reviewed by the Office of Education Abroad before your course may receive student applications. All completed forms should be submitted to Valerie Rambin (var26@case.edu).

If you have any questions, contact Valerie Rambin at the Office of Education Abroad.

PROGRAM BASICS

Program Name: _____

Program Name: Country (UNIV 100)

Enrollment Term (Program Travel), Student Application Deadline:

◯ Fall Semester (Winter Break), Sept. 5   ◯ Spring Semester (Spring Break), Jan. 23

◯ Spring Semester (May Abroad), Jan. 23   ◯ Summer (May Session), March 15*

◯ Summer (June, July, August), March 15*   *Students pay additional summer tuition for courses in these terms.

PROGRAM LEADERSHIP

Faculty Leader Name: _____   **Title:** _____

School/College: _____   **Department:** _____

Email: _____   **Preferred Phone Number:** _____

Are you interested in receiving Terra Dotta training? (yearly refreshers encouraged): ◯ Yes   ◯ No

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Co-Leader Name (if applicable)**:** _____   **Title:** _____

School/College: _____   **Department:** _____

Email: _____   **Preferred Phone Number:** _____

Are you interested in receiving Terra Dotta training? (yearly refreshers encouraged): ◯ Yes   ◯ No

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Program Director/Administrator Name (if applicable)**:** _____

Title: _____

School/College: _____   **Department:** _____

Email: _____   **Preferred Phone Number:** _____

Is this individual traveling abroad with the course?   ◯ Yes   ◯ No

Are you interested in receiving Terra Dotta training? (yearly refreshers encouraged): ◯ Yes   ◯ No

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Advising and academic questions about the course should be directed to (check all that apply)**:**

☐ Faculty   ☐ Program Director/Administrator   ☐ Other: _____

Risk management questions about the program should be directed to (check all that apply)**:**

☐ Faculty   ☐ Program Director/Administrator   ☐ Other: _____

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COURSE INFORMATION

The information below can be found in SIS or with your school's Registrar.

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? ○ Yes   ○ 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: _____

Note: all study abroad courses are required to select Instructor Consent Required in SIS.

Does the course have pre-departure or post-return course meetings? (select all that apply)

☐ Yes, pre-departure meeting(s)   ☐ Yes, post-return meeting(s)   ☐ No

Please provide planned number and length of meetings (e.g., 3 Saturdays at 4 hours each)

_____

Will all meeting information be available for students to view in SIS?   ○ Yes   ○ No

IN-COUNTRY PROGRAM MANAGEMENT

Who is facilitating/managing the program in-country?

○ Program Provider (details below)   ○ Local University (details below)   ○ Program Director ○ Faculty

Partner Name: _____

Partner Website: _____

Main Contact Name: _____

Email: _____ **Phone Number:** _____

Have you used this program provider or worked with this institution before? ○ Yes   ○ No

Procurement and Distribution Services requires program providers become vendors with the university. This process takes multiple weeks. Contact Procurement and Distribution Services for more information.

CRISIS MANAGEMENT

What is the U.S. Department of State's current travel advisory level?

Next-line drop-down: Level 1: Exercise Normal Precautions, Level 2: Exercise Increased Caution, Level 3: Reconsider Travel, Level 4: Do Not Travel

In the event of an emergency, who will support crisis management issues on site?

○ Program Provider (information above)   ○ Contact at Local University (information above)

○ Other (Name, contact information and affiliation): _____

Please list the best way to contact the program in case of an emergency abroad:

Main Contact Name: _____

WhatsApp/Cell Phone: _____

CWRU employees traveling abroad must fill out the International Travel Reporting Form. CWRU employees who are U.S. passport holders are encouraged to register their travel with the Smart Traveler Enrollment Program (STEP), a service of the U.S. Department of State.

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PROGRAM ITINERARY

Dates abroad cannot conflict with the [Academic Calendar](). Students must be present for all days of instruction abroad and any pre/post course meetings in order to satisfy contact hour requirements.

Date faculty will arrive in country: .... **Date students must arrive in country:** ....

First day of instruction in country: .... **Last day of instruction in country:** ....

I agree to submit a finalized, detailed itinerary at least two weeks prior to the program start date. ....

Initials

Location (City, Country)	Dates (Start – End)

If available, would your group be interested in connecting with CWRU Alumni in country?

○ Yes   ○ No   ○ More information requested

IN-COUNTRY ACCOMMODATIONS

The Office of Education Abroad recommends all students and accompanying faculty/staff stay at the same facilities in order to mitigate the university's risks and provide appropriate program oversight.
If the program is staying at more than four locations, please attach an additional document providing the accommodation information for each location.

Type: (drop-down) **Name:** .... **Phone Number:** .... **Address:** .... **Website:** .... **Dates of Stay:**	**Type: (drop-down)** **Name:** .... **Phone Number:** .... **Address:** .... **Website:** .... **Dates of Stay:** ....
Type: (drop-down) **Name:** .... **Phone Number:** .... **Address:** .... **Website:** .... **Dates of Stay:**	**Type: (drop-down)** **Name:** .... **Phone Number:** .... **Address:** .... **Website:** .... **Dates of Stay:** ....

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PROGRAM BUDGET & FINANCES

The student program fee is an out-of-pocket expense not covered by tuition. All costs associated with faculty-led programs are covered by student program fees and hence are ultimately borne by students. Please be mindful of faculty expenses to help ensure courses are accessible to all.

Total Program Fee per student: $_____ based on attached program budget sheet.

In order to help students budget for costs outside of the program fee, indicate below if each item is included or not included in the program fee. For out-of-pocket costs not covered by the program fee, please provide an estimated out-of-pocket cost to the student in the same row. Information provided here will be published on the program website so students can understand their out-of-pocket costs.

	Included	Not Included	Estimated out-of-pocket cost to student ($)
Flights			
In-Country Accommodations			
Breakfast Select approximate percentage			
Lunch Select approximate percentage			
Dinner Select approximate percentage			
In-Country Transportation			
Fees for Mandatory Course Activities‡			
Fees for Optional Course Activities‡			
Additional Spending Money			

‡*Fees for course activities include admission fees, fees for tour guides, cultural site visits, etc.*

Notes: _____

Are visas needed to enter this country? (Please see CWRU's International Travel Resources page.)

    For domestic students? ◯ Yes ◯ No   Cost: _____

    For international students? ◯ Yes ◯ No   Cost: _____

Name of Dept. Assistant or Finance Manager (to be copied on journals)**:** _____

Email: _____ **Speedtype** to journal program fees: _____

STUDENT LEARNING (optional)

Research has shown that the following seven components of short-term study abroad experiences have the greatest impact on student learning. Identify which, if any, your program utilizes.

☐ Service-learning project abroad   ☐ Homestay

☐ Meetings with experts in the host country   ☐ Interaction with student peers abroad

☐ Research project abroad   ☐ Co-teaching by host country faculty

☐ Study abroad program embedded in a university course with educational content delivered before, during, and after travel abroad

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PROGRAM MARKETING

Program Description: *Provide 1-3 paragraphs about your study abroad course to appear on the application portal, digital brochure, and outside marketing materials. Highlight potential site visits and guest speakers. If possible, provide websites so that information can be hyper-linked. If no information is provided, the course description will be copied from the General Bulletin or the marketing materials from earlier instances of the course will be used.*

Upload 2-4 high-resolution photos to Box. *Name photos using the following style: UNIV 100 photo #. Below, provide a description of the photos for text reader accessibility.*

FINAL INSTRUCTIONS

This form and the budget must be approved and signed by both the Department Chair and Dean's Office before students can begin to apply to the program. Submit all signed forms and relevant documents, including the budget and signed Faculty-Led Agreement Form to Valerie Rambin (var26@case.edu) or by Box upload.

Students will only be able to apply to programs with signed and complete program proposals, budget, and approval forms.

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REVIEW AND APPROVALS

Faculty Leader Signature: _____ Date: _____

Name of Faculty Leader: _____

Co-Leader Signature: _____ Date: _____

Name of Co-Leader: _____

Department Chair Signature: _____ Date: _____

Name of Department Chair: _____

Dean Signature: _____ Date: _____

Name of Dean: _____

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.

Deadlines are established to give students and faculty ample time for the recruitment process. **Program Proposal Forms submitted after the deadline may experience longer delays in brochure updates due to workflow issues.**

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