



**Study Abroad/Study Away Program
Request for Final Approval**

Faculty should submit completed forms to the Executive Director, Global Education Office for Undergraduates (GEO), Smith Warehouse, Floor 2, Bay 6, 114 S. Buchanan Blvd., Box 90057, Durham, NC, 27708-0057.

Program and Faculty Information:

1. Domestic/Study Abroad Program title: _____
2. Faculty member(s) name and title: _____
3. Home Department (if any): _____
4. Preferred program term: Summer I Summer II Spring Fall
5. Preferred beginning year: _____
6. Program length (summer programs: min. of 4 wks for 1 course credit (cc) and 6 wks for 2 cc): _____
7. City (ies)/country(ies) to be visited by program (include main dates, or full itinerary separately) _____

8. Projected student enrollment: _____
9. Number of students needed to "break even" based on program budget: _____
10. Majors from which students are likely to be drawn: _____
11. Cooperating institutions, either abroad or within the U.S. (Submit copies of any affiliation agreements to the GEO for review before signing). _____

12. Total number of Duke credits to be awarded (4 cc per semester; 1 or 2 cc per summer): _____

13. Course Information (Attach syllabi and instructor CV's):

Course Title	Course Number	# of Credits	Method(s) of Evaluation (e.g. paper, exam)	Course-Related Activities/ Excursions

14. Will a service learning component be included (if so, include details in Question #18e):

Yes No

15. Is an internship component included? (if so, include details in Question #18e):

Yes No

16. If internship component is included in the new program, will this internship be credit bearing?

Yes No

Narrative (Please address the following areas in an attached proposal):

17. Nature and purpose of the program:

- a. What is the rationale for proposing this program?
- b. What are the program's goals and educational objectives?
- c. How does this program support the mission of Duke University and the global objectives of the strategic plan?
- d. How does this program fit with other programs offered by Duke? Programs offered by other institutions?
- e. If you are planning to incorporate a service learning component, or internship component to your program, please describe how you expect this will work and what it will add to the program overall.

18. Program Logistics:

- a. Where will classes be held? What other types of academic facilities will be available to students, e.g. computer lab, library? Will the program need or have dedicated physical space for academics or operations?
- b. What will be the local housing arrangements in each of the locations your program will visit, e.g. residence halls, hotels, homestays? (For homestays, explain how families will be recruited and selected.)
- c. What meals will be offered as part of the program, e.g. number of meals per week, where students will eat?
- d. What trips and excursions will be included in the program? Attach program schedule. Explain how these activities will contribute to the overall mission and goals of the program and/or individual course(s).

- e. What local transportation arrangements will be offered as part of the program? (Students typically arrange for their own airfare to and from the program site.)
- f. Will Duke employees participate in the presentation of the program? Will local staff be required? Will Duke retain anyone to present the program on its behalf, such as contractor?
- g. Is Duke or the program required to register with any local authorities?

19. Health and safety:

- a. Describe any health or safety risks in the program location(s), as well as what will be done to prevent these risks. Specific areas to address include: availability of quality health care, crime and violence, terrorism, political climate / stability, quality and safety of location / accommodations, local transportation issues (road safety, driving regulations, quality of public / private transportation options) compliance with local laws.
- b. Describe your emergency preparedness/crisis management plans.

20. Budget

- a. Provide a narrative to accompany the itemized program budget.
- b. Provide a narrative of the student budget.

Part 3: Please sign and obtain the signature of your department/division head before submitting to the GEO Executive Director.

Your Signature

Date

Printed Name

Department/Division Head Signature

Date

Printed Name