Start Here

- Research, create goals, and plan the Education Abroad experience.
- Speak with an Education Abroad Program Coordinator for guidance if needed and to make sure that you are prepared to propose.
- Get approval from your department before proposing your program. We recommend having your forms and syllabi ready before you meet with them to speed up the signing process!
- Speak with Vendors and get (3) quotes to price out your program. If you need help with your budget, please contact EAO to connect you with our Business Operations Team.
- Complete ALL required EAO proposal materials (Click here for an example proposal).

Proposal Materials Checklist

- ☐ Program Budget (Required)
- ☐ Program Itinerary (Required)
- ☐ Faculty Director Responsibilities Agreement Form (Required)
- ☐ Participating Faculty and Staff Agreement Form (Required)
- ☐ Education Abroad College Approval Form (Required)
- ☐ Course Syllabi (Required)
- ☐ Contact Hours (Required)
- ☐ Vendor Quotes x3 (Required)
- ☐ Physical Requirement Assessment Form (Required)
- ☐ Local Partner Support Agreement Form (If applicable)
- ☐ Additional Documentation (If applicable)
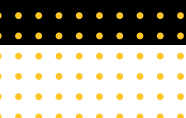
Proposal Materials

Program Budget
- Required for all programs with a budget managed by the Education Abroad Office. (Click here for a Sample Budget)
- Use accurate numbers from your vendor and do not round up costs. Keep in mind that you want a competitive price and that many students will need to save and budget in order to participate. If you would like guidance or someone to look over your budget before proposal submission, please contact EAO to get connected with our Business Operations Team.

Program Itinerary
- Required for all programs.
- The itinerary should be full but not overwhelming. Include rich cultural and educational experiences planned throughout the program.

## Faculty Director Responsibilities Agreement Form
- Required for all program directors.
- Make sure you have all necessary signatures before submitting (EA signatures will be given after proposal approval).

Participating Faculty and Staff Agreement Form
- Required for all faculty or staff on an education abroad program.
- Make sure you have all necessary signatures before submitting (EA signatures will be given after proposal approval).

Education Abroad College Approval Form
- Required for all teaching faculty on an education abroad program.
- Make sure you have all necessary signatures before submitting (EA signatures will be given after proposal approval). *(For a PDF version of this form, please click here)*
- If the program doesn't have any courses, please substitute this form with a support letter from the head of your department.
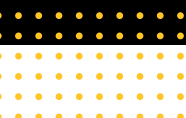
Proposal Materials (Continued)

Course Syllabi
- Required for each course.
- Please go underline here for standard verbiage that should be included in ALL syllabi.
- If the program doesn't have any courses, please substitute syllabi with the learning goals and how they will be achieved.

Contact Hours
- Required for all programs.
- Please check the instructions and example for guidance. The same hours cannot count for more than one course, the total hours should not overly exceed the minimum course contact hours per course, use a different sheet (or tab within the same Excel) for each course. Ask a Program Coordinator for additional assistance if needed.

Vendor Quotes x3
- All programs require a minimum of three vendor quotes each for lodging for OFS records.

Physical Requirement Assessment Form
- Required for all programs.
- All Programs will at least be "Medium Work," with the nature of Education Abroad there is a lot of walking and standing involved.

Local Partner Support Agreement Form (if applicable)
- You must submit this form to the EAO if your proposed program will include just a single faculty member (i.e. no participating faculty).
- Make sure to include ALL required information and necessary signatures.

Additional Documentation (if applicable)
- If you have any additional documentation for your program, please include this in your proposal form.