



## Study Abroad Final Proposal Form

**DUE to IP For Summer 2010 Programs:      November 15**  
**DUE to IP For Fall 2010 Programs:          February 28**  
**DUE to IP For Spring 2011 Programs:       September 30**

**Instructions:** Fill out this form completely, answering all questions. Call our office for any questions you have about the form (817) 531-4934. This form is to be submitted *after* the preliminary form, and after working in conjunction with the Office of International Programs.

Section 1: Academics		
<b>1. List all courses to be offered:</b>		
<b>Course Number</b>	<b>Instructor</b>	<b>Any add'l prereqs.</b>
<b>2. List requirements for participation in program (other than 2.0 and not on academic or disciplinary probation)</b>		
<b>3. Will you be proposing a new course (non-existing)?</b>	( )y ( )n	
<b>4. What are the minimum and max credits students can take?</b>	minimum	maximum
<b>5. Briefly describe how course content and learning objectives tie into the study abroad location and activities:</b>		
<b>6. List all on-campus meeting times for each course (if any):</b>		
<b>Course</b>	<b>Meeting Dates</b>	
<b>7. List any guest lecturers, visiting faculty or other providers of any academic content. If other instructor will be used beyond a guest lecturer, please attach CV.</b>		



<b>8. Syllabi</b>
<p>Attach syllabi for each course here. Syllabi should follow the most recent guidelines, which can be found on the provost's website. Syllabi should include:</p> <ol style="list-style-type: none"> <li>1) All class meetings (both on-campus and at travel destination)</li> <li>2) Details of what will be studied on location and the academic components of visited sites.</li> <li>3) All other required components as outlined in the guidelines for syllabi on the provost's website.</li> </ol>

<b>9. Program Description : 100-200 word description of the program for inclusion on publicity materials</b>

**Section 2: Logistics**

**1. How will you be arranging your travel logistics?  
 (check all that apply, and list name of agency/provider)**

Program Provider	
Travel Agency (Is agency member of the American Society of Travel Agents?)	
Other	

**2. Where will students be staying? (check all that apply, and list name, address, and contact information)**

Hotel (indicate type of hotel)	
Dorm/Hostel	
Apartments	
Homestay	

**3. How many students will be staying in each room?**

4. Will a single room option be available for students?	
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**5. Check each amenity that will be available at the accommodations (answer to the best of your knowledge):**

<input type="checkbox"/> WiFi	<input type="checkbox"/> Bedsheets	<input type="checkbox"/> Pillows	<input type="checkbox"/> Air conditioning
<input type="checkbox"/> Other internet	<input type="checkbox"/> Private bathrooms	<input type="checkbox"/> Pool	<input type="checkbox"/> Hair driers
<input type="checkbox"/> Towels	<input type="checkbox"/> Kitchenette	<input type="checkbox"/> Phone	<input type="checkbox"/> In-room safe



<b>6. Will you be staying in the same place as the students?</b>			
( ) Y ( ) N			
If not, where?			
<b>7. Will meals be provided?</b>		( ) Y ( ) N	
If so, which ones and how?			
<b>8. What airport (s) will you be flying to?</b>			
<b>8a. Departure Date (from DFW):</b>	<b>Arrival Date: (At location):</b>	<b>Departure Date (From location):</b>	<b>Arrival Date (at DFW):</b>
<b>9. How will students get from the Airport to accommodations?</b>			
<b>10. Will there be ground transportation at the location? ?</b>			
( ) Y ( ) N			
If so, what type? (train, bus, hired coach, ferry, taxi)			
How will the transportation be paid for (pre-paid, paid on-location by faculty, as part of tour package)?			
<b>11. Will this be a multi-destination trip, or will you have any overnight excursions? (list all locations, mode of transportation, and type of accommodations)</b>			
<b>12. Is a visa required for US citizens to visit this destination?</b>			
( ) Y ( ) N			
If so, will students be responsible for getting their own Visa?			
<b>13. Will students visit paid attractions as part of the trip?</b>			
( ) Y ( ) N			
If so, how will the tickets be paid for (pre-paid, paid on-location by faculty, as part of tour package)?			
<b>14. Where will classes be held?</b>			



<b>Section 3: Budget</b>	
Airfare (per person)	
Airport transfers	
Any additional in country airfare (per person)	
Ground transportation (group, not including any overnight excursions)	
Accommodation (per person per night)	
Single room additional cost	
Costs for meals (describe)	
Tips for guides/drivers	
Visa costs	
Classroom rental costs	
Stipends for guest lecturers	
Tour guides	
Cell phone charges	
Airport arrival fees (if applicable)	
<b>Overnight Excursion 1</b>	
Transportation	
Accommodation (per person, per night)	
<b>Overnight Excursion 2</b>	
Transportation	
Accommodation (per person, per night)	
<b>Additional Expenses</b>	

**SECTION 4: Final Approvals**

<b>ASSOCIATE PROVOST: I have reviewed the syllabi and academic components of the course and have verified that this program follows all academic guidelines set forth by the university. I also approve of the stated salaries for the program instructors.</b>		
Name (printed)	Signature	Date
<b>UNIVERSITY CONTROLLER: I have reviewed and approve the information above and the final budget.</b>		
Name (printed)	Signature	Date