

Education Abroad Program & Leader Recommendation Form

The following faculty or staff member has been recommended by the department and school to lead the education abroad program described below. Once the form is received with required signatures and additional supporting documents, the education abroad proposal package will be submitted to the International House & Programs office for review and to the Study Abroad Committee for approval.

To be completed by Proposed Faculty Leader

By completing and signing this form, the faculty member who proposes an education abroad program agrees to read, understand, and follow the procedures outlined in the *Faculty Handbook on Directing Study Abroad Programs*. If approved to lead the program, the faculty member will be designated as Education Abroad Leader and accepts responsibility for following all JSU policies throughout the development and execution of the program.

Name of prospective faculty/staff leader for this program:

Email address: _____ Phone Number: _____

Department: _____ School of _____

Signature: _____ Date: _____

Please attach a narrative (500 words or less) and a one page resume highlighting any experiences leading education abroad programs, international study/travel experience, or other relevant experience.

Program Information

Program title: _____

Program location: _____

Program term: _Fall of ____ _Spring of ____ _May of ____ _Summer of ____

_other: _____ _program term is flexible

Program length and dates: _____ days from _____ to _____

Cooperating Institution(s) Abroad (if any): _____

Is there a third party program provider involved? _No _Yes (***Please attach contract/details.***)

****Please attach a detailed travel itinerary and budget (please include all student costs).****

Academic Information

Course #1

Course Name: _____ Credit hours: _____

Course number(s): _____ Prerequisites (if any): _____

Course #2 (if any)

Course Name: _____ Credit hours: _____

Course number(s): _____ Prerequisites (if any): _____

Please list any eligibility requirements (such as GPA, class standing, major, minor, etc.)

Please attach a syllabus (from each department, if more than one) for this course.

To be completed by Department Head/Director and Dean

By signing this form, the Department Head and Dean attest to the suitability of the faculty member to successfully carry out the responsibilities of leading an education abroad program. The department may want to review the faculty member's international experiences, accountability and dependability, previous work with leading groups of students on a trip, experience handling emergency situations, etc. In consultation with the Dean, the Department Head is also responsible for determining any compensation for this assignment and for completing required documentation and keeping records to support the decision.

School of: _____

_____ Name of Department Chair	_____ Department Chair's Signature	_____ Date
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_____ Name of Dean of School	_____ Dean's Signature	_____ Date
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Please return the completed form and supporting documentation to International House & Programs.

To be completed by Study Abroad Review Committee

The Study Abroad Review Committee _____ approves _____ does not approve the proposal.

_____ Name of Committee Chair	_____ Signature of Committee Chair	_____ Date
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