

Program Proposal & Information Form for Credit-Bearing Experiences

Form Instructions

STEP 1. Complete the information and submit the preliminary documentation as requested on this form by September 15. The information will be reviewed and returned with comments in preparation for STEP 2. Budgets will be reviewed by Rhodes College Accounting. An external risk management firm will review itineraries and work with you to develop your Health, Safety, and Security Plans.

STEP 2. Submit a finalized budget, finalized itinerary, and Health, Safety and Security Plan by October 31.

* Return all Forms and Documentation to Katherine Richardson, Burrow Hall, Lower Level, by the relevant deadlines.

Program Information

Is this an existing program?

Yes

No

If this is an existing program, does it contain a new course or have substantial changes been made to the course or program since it last operated?

Yes

No

If yes, please describe:

Proposed Program Title:

Program Location(s) (all cities and countries):

Program Beginning and Ending Dates:

Eligibility Requirements (e.g., GPA, previous course work):

Program/Activity Leader Information

Name: _____

Signature: _____

Date: _____

Department Chair Name: _____

Chair Signature: _____

Date: _____

Course Information

Course Registration and Credit

Dept & Course #	Title	Credit Hours	Foundation Credits*
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* If the course(s) offered through the program is intended to meet a Foundation requirement, please complete and submit to the Foundations Curriculum Committee the appropriate forms to receive Foundations credit.

Program Overview, Rationale and Organization

Please submit this form, with the following, by September 15:

1. Program Description: Describe the proposed program and how it fits Rhodes curricular objectives.
2. Syllabus
3. Proposed Itinerary: Please include the following: Arrival/departure dates, a description of travel logistics, a description of the weekly schedule, a description of a typical week-day, and a description of any excursions/off-site visits.
4. Local Arrangements: Please include the following details: Local living (e.g., university dormitory, home-stay, hotel), dining (cafeteria, no meal-plan, student cooking), and transportation arrangements.
5. Preliminary Budget: Complete and submit the budget worksheet found at www.rhodes.edu/buckmancenter/6100.asp along with any documentation available (price quotes from hotels, transportation company, program provider, etc.).

For additional details, please refer to the Guidelines for Planning an International Program or Activity at www.rhodes.edu/buckmancenter/2254.asp.