The key to developing a successful short-term program is full integration into your department's curriculum. Listed below are a few key questions that will help determine the viability of the proposed program. We strongly recommend going over this form before your preliminary meeting with EA.

1. Lead Faculty/Staff Member(s) - Name(s) and Title(s)

2. Lead Faculty/Staff Member(s) - AU E-mail Address

3. Lead Faculty/Staff Member(s) - Telephone Number
e.g. XXX-XXX-XXXX

4. What is your proposed program location(s)?
Please be aware that traveling between multiple sites can be expensive.

5. Is the proposed destination(s) desirable and academically relevant?
Interest in particular countries and regions tends to wax and wane through the years. This means that a location that was popular 10 years ago may no longer draw students; similarly, a location renowned based on reputation in a particular academic discipline may not be as appealing to the students as it is to the faculty.

6. What risks might this location pose? What type of safety concerns or uncertainties are you not able to assess?
As a U.S. institution, we are obligated to evaluate safety, health, liability, and insurance issues for all of our programming. Before developing a new program abroad, we need to determine if the infrastructure of the country, city, accommodations, transportation, and communication systems allows us to meet our obligations as a university. To this end, EA will review information provided by the U.S. State Department, the Overseas Security Advisory Council, and/or the Center for Disease Control. Any location with a Travel Advisory Level of 4 will not be approved, and additional justification will be required for a Level 3: https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html.

7. What are the available or necessary on-site resources?
Students will not have the same academic resources they have on-campus while they are abroad, nor will the faculty or staff. Seldom will a (n English-language) library, or a computer lab, be available. It may not be practical for students to travel with laptops, and WiFi may not be accessible or dependable. Assignments should be realistic, and consistent with the resources.

8. Proposed program partners, if any?
Is there a university or organization you'd like to partner with at your destination? Please note the contact person, contact information, and website for any partner organizations.

9. Host country experience of leaders?
Please describe your experience as the lead faculty or staff member with the host country, including length of any stays, their purpose, and familiarity with the local language or languages, if applicable. For the purposes of program continuity, are there other departmental faculty interested in leading the program? If so, please note their familiarity with the host country.

10. During which term do you propose to run this program?

11. Program duration and the academic calendar
Does the timing of the proposed program fit within students' normal schedules? Does it allow for the wrapping up of personal affairs at the end of the term, or for summer work opportunities?

12. What are your proposed dates for the program abroad?

13. What are you thinking of naming the program?
Creativity is key. Short and catchy titles generally work well!

14. Please provide a brief overview/course description of the proposed program.

15. Who is the target audience for your program?

For whom is this course intended? Will this course be attractive to students within a certain major? If so, is there a sufficient number of students in that major to yield enough program participants? Could the course fulfill a general education requirement or meet other degree requirements to widen its appeal? Are there clubs or organizations on campus that might be a natural market for this course? In general, the broader the audience, the better the chance of a program attracting enough students to meet the minimum enrollment (10).

16. Which school or college will be the primary sponsor of this program?

17. In which department(s) do you envision this program being listed?

18. Will this be an annual or a biennial offering within your department?

Offering programs on a recurring basis is much more sustainable, and statistics show that the first time a program is offered, it will struggle to run. For these reasons, we give priority to programs which are intended to be offered in even or odd years.

19. Who is your department chair or division head?

20. What are the proposed learning objectives for the course(s)?
Please include objectives within your specific discipline, and any intercultural or cross-cultural learning goals. What specific opportunities would the program provide for meaningful interaction with the people in the host country? Would it include research, language practice, excursions, or engagement with local experts and institutions?

21. What type of credit do you propose to offer?
Will the course be offered at the undergraduate and/or graduate level? Will it be lower- or upper-division?

22. Proposed fulfillment of degree, departmental or university-level requirements?
Successful programs are well-integrated into departmental curricula. How will the course or courses offered count towards departmental requirements? If possible, please identify existing or proposed departmental course coding that can be assigned. Will the course or courses count towards other school-based requirements? Will other divisions or schools/colleges recognize this program in any way? Please note that the fulfillment of General Education Requirements requires prior C & T Review.

23. Are there competing courses or opportunities?
Are there other short-term programs already offered that will be drawing from the same cohort of students? Is there a second program to the same country, or a second course within a single discipline?

24. Uniqueness of proposed program
How does this program differ from existing programs offered by Education Abroad in terms of location and/or academic content? If you're not sure, that's fine, but it's something to consider. If there is considerable overlap with an existing program or programs, that could be an issue.

25. Proposed financial support for the program?
Will the program receive any financial support from the department, school, or from an external source? If so, please describe what sort of funding is available (student scholarships, program subvention, other) and any eligibility requirements.