

MERCER UNIVERSITY

STUDY ABROAD SHORT-TERM PROGRAM PROPOSAL

Form Instructions

STEP 1: Complete the information and submit the preliminary documentation as requested on this form by **October 1**. The information will be reviewed and returned with comments in preparation for STEP 2.

STEP 2: Submit a finalized budget, and finalized itinerary by December 1.

*Return all Forms and Documentation to the Office of International Programs in Ryals Hall, by the relevant deadlines.

Program/Activity Leader Information

Name: _____

Signature: _____

Date: _____

Department Chair Name: _____

Chair Signature: _____

Date: _____

Program Information

Proposed Program Title:

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

Program Beginning and Ending Dates:

Other Program Leaders (include faculty, staff, and volunteers):

Course Information

Course Registration and Credit

Dept & Course #

Title

Credit Hours

Program Overview, Rationale and Organization

Please submit this form, with the following, by **October 1**:

1. Program Description: Describe the proposed program, how it fits Mercer curricular objectives, and rationale for off-campus setting.
2. Syllabus and student learning outcomes
3. Proposed Itinerary: Please include the following: Arrival/departure dates, a description of travel logistics, a description of weekly schedule, a description of a typical weekday, 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. Risk-Management Concerns in Destination(s), if any. (Please explain steps taken to minimize any risks):
6. Preliminary Budget: Complete and submit the budget worksheet 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 <https://international.mercer.edu/>.

Approval Signatures

Dean of School/College: _____ Date: _____

Associate Director of International Programs: _____ Date: _____

Director of International Programs: _____ Date: _____