



FACULTY-LED STUDY ABROAD PROGRAM INFORMATION

NOTE: Submit completed form to Student Service (c/o Beth Luers) AND to Dr. Barbara Mueller, International Education Director, at least two weeks prior to departure.

DESTINATION: _____ Number of Participants (w/director(s)) _____

STARTING AND ENDING DATES OF TRIP _____

NAME OF PROGRAM LEADER: _____

TELEPHONE: (CAMPUS) _____ (HOME) _____

E-MAIL: _____

EMERGENCY CONTACT: _____

RELATIONSHIP: _____

Contact Numbers: _____

NAME OF CO-LEADER: _____:

TELEPHONE: (CAMPUS) _____ (HOME) _____

E-MAIL: _____

EMERGENCY CONTACT: _____

RELATIONSHIP: _____

Contact Numbers: (home) _____ (work) _____

TOUR COMPANY (IF APPLICABLE) _____

TOUR COMPANY CONTACT NAME: _____

ADDRESS: _____

STREET CITY STATE ZIP+4

TELEPHONE: _____

E-MAIL: _____

IS THE TOUR COMPANY PROVIDING INSURANCE? YES ___ NO _____

IF YES, WHAT IS THE NAME OF THE PROVIDER? _____

PROVIDER'S PHONE NUMBER _____ E-MAIL ADDRESS _____

Note: If students are purchasing their own insurance, the information regarding their insurance provider must be on file in the Student Services Office prior to the students' departure.

PROGRAM DESCRIPTION

Course Title (and course number and credit hours, if available) _____

PROGRAM DESCRIPTION (CIRCLE ONE - STUDY TOURS, LANGUAGE IMMERSION, FIELDTRIP
OTHER (EXPLAIN) _____

SHORT DESCRIPTION OF THE PROGRAM

Describe the program and the academic goals of the study abroad experience. (2 paragraphs maximum)

COST OF PROGRAM

Complete package cost (airfare, accommodations, fees, transfers, taxes): \$ _____
Per student cost: \$ _____

How will the faculty member's expenses be covered (select one):

- a. Teachers pay their own way
- b. Program Fee (participant fees cover teachers' costs)
- c. Tour company e.g. one free faculty leader per 10 paid travelers
- d. College stipend or federal grant
- e. Other (Explain) _____

PROMOTION: Please explain briefly how students were recruited for this experience.

TRIP ORIENTATION SESSIONS: List dates, times and campus location. _____

(Note: All Study Abroad trips faculty directors are required to meet with the participants prior to departure. Information items should include overview, guidelines and procedures and completion of all required paperwork.)

REQUIRED DOCUMENTATION: The following documents must be attached.

- Itinerary including airline flight numbers and times, hotel and/or housing contacts, and planned excursions.
- A copy of the director and co-director's passports (and visas if applicable.)
- Syllabus or detailed description of the academic course requirements (required reading, papers etc.)
- Contract from tour company (if applicable)

Signature Page

Study Abroad Leader: _____

Signature: _____

Date: _____

Study Abroad Co-Leader: _____

Signature: _____

Date: _____

If you have questions about completing this form, please contact Dr. Barbara Mueller, International Education Director at 307-268-2517 or bmueller@caspercollege.edu.