

# Intent to Lead a Study Abroad Program

If you are planning to submit a proposal to lead a short-term study abroad program, please complete the information below and submit this form to your supervisor and campus president/vice president. Send completed form to the SAGE Office at 4-47. **Please note that this form does not mean that your request to lead study abroad is approved. You are still required to submit a proposal packet.**

<b>Requestor:</b>		<b>Supervisor:</b>	
<b>Preferred Destination:</b>		<b>Alternate Destination:</b>	
<b>Preferred Term of Travel:</b>		<b>Preferred Program Provider:</b>	
<b>Course Prefix:</b>		<b>Number of Credits:</b>	
<p>Have you completed all required professional development courses to lead study abroad and/or teach this course? If not, please explain.</p>			
<p>Has your preferred destination been under a State Department Travel Advisory in the past year? If yes, please justify your request.</p>			
<p>Why are you interested in leading a study abroad program? How will this experience aid in the development of your personal and professional goals?</p>			
<p>Leading a study abroad program requires a significant investment of time. For example, program leaders are expected to design a program, communicate effectively with multiple parties, hold a college PCard, attend multiple meetings, recruit students, etc. Reflect on your current roles and responsibilities. How will you meet these expectations in addition to your current workload?</p>			
<p>Will this travel require you to miss any classes?</p>			
<p>Will this travel conflict with when grades are due?</p>			
<p>How will this course factor into the term workload?</p>			
<p>Will this travel require a substitute for your classes?*</p>			
<p>*If a substitute is needed, please inform your dean so that accommodations can be made in advance.</p>			

**AUTHORIZING SIGNATURES:**

<b>Requestor:</b>	<b>Signature:</b>	<b>Date:</b>
<b>Supervisor:</b>	<b>Signature:</b>	<b>Date:</b>
<b>Provost/VP:</b>	<b>Signature:</b>	<b>Date:</b>