

## FACULTY-LED PROGRAM PROPOSAL

Director of Education Abroad: [Maria Jose Soares](mailto:msoares@pratt.edu)  
[msoares@pratt.edu](mailto:msoares@pratt.edu)



### GENERAL INFORMATION

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1. Faculty/Proposer Name and Title:
2. Contact Information:
3. E-mail:
4. Phone:
5. Sponsoring Department:
6. School:

### PROGRAM DESCRIPTION

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1. Proposed Program Name:
2. Country and location of proposed program (if applicable, please list other countries you plan to visit as well as individual cities):
3. International academic partner institution, if any:
4. Duration:
5. Estimated dates of the program:

### STUDENTS

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1. Target student enrollment:
2. Who will recruit students to this program and how will the recruitment process unfold?
3. Is the program open to students from all departments?



4. Targeted student group (students to whom the program will be marketed: major, graduate/undergraduate, etc):
5. What is the minimum number of students required for the program?
6. Are there prerequisites and can they be waived if not yet completed?

## **CURRICULUM**

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1. What are the objectives of the proposed program? Please submit an attachment with this proposal.
2. Number of credits each student will be required to take while abroad:
3. Courses offered by the program, if applicable:

## **FACULTY LEADER AND ADDITIONAL PERSONNEL**

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1. Faculty Leader Name and Title:  
Experience with the country:
  
2. Additional Personnel Name, Title and Role:  
Experience with the country:



## HEALTH, SAFETY, SECURITY and LOGISTICS

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1. How will the health, welfare and security of the student be ensured?
2. How have you assessed the capabilities of the local support?
3. Please consult with the health center to ascertain if immunizations and/or other travel related precautions are necessary. If immunizations are required, a list of required immunizations must be given out to the students, along with costs, during the advertising phase of the program.
4. What infrastructure will be in place in case a student falls ill and has to be hospitalized?
5. Review the country specific information on the [Department of State](#) website and flag any concerns that the student needs to be made aware of.
6. Provide an overview of the logistical arrangements, including travel to and from the host country. Is this included in the cost? If not, how will you accommodate students arriving at different times?



7. Provide an overview of the student housing and meals for the duration of the program.
  
  
  
  
  
  
  
  
  
  
8. Provide an overview of the field trips and other on-site activities that will be included. How will the arrangements for them be made? Will they be written into the overall program costs or will students be charged on site?

## **ESTIMATED COSTS**

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1. Describe in general terms the major expenses that will be incurred by Pratt Institute and by the students.

## **ATTACHMENTS**

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Please attach a proposal narrative to this document.

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**SIGNATURES**

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Department Chairperson Date

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Dean Date

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Director of Education Abroad Date

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Office of the Provost Date

I have read, understood, and agree to the above mentioned conditions.

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Faculty Applicant Date

**PLEASE NOTE:** Signatures of the chair and dean at this stage indicate that the academic unit supports the general idea and needs for the program, the proposed director's qualifications to direct it, and its general fit within the curriculum.