

Faculty-Led Program Proposal Form

Proposal Requirements

For your proposal to be considered, you must submit the following:

1. **Faculty-led Program Proposal Form:** To complete this requirement, all sections of this proposal form must be completed. The form must then be signed by yourself, your Department Chair, and your College Dean (signatures on final page of this form) and submitted to the WMU Study Abroad Office.
2. **Tentative Itinerary:** To complete this requirement, the "Tentative Itinerary Form" must be completed and submitted to the WMU Study Abroad Office. The information on the "Tentative Itinerary Form" may be subject to change and does not need to exactly reflect the final itinerary but should include all overnight locations, methods of transportation, and proposed schedule of all possible activities.
3. **Budget Information:** To complete this requirement, you must participate in a mandatory budget development meeting with the WMU Study Abroad Office. The budget information will be considered complete when final cost details for program leader/assistant travel and on-site program expenses (including proposals from provider or vendors, etc., if applicable) are confirmed.
4. **Course Syllabus:** To complete this requirement, the syllabus must be submitted to the WMU Study Abroad Office.

Program

Program Name: _____

Program Leader & Assistant Details

Please provide the required information for each Program Leader and Program Assistant (if applicable).

Program Leader/Assistant

Name: _____ Program Role: ☐ Program Leader ☐ Program Assistant

WMU Job Title: _____ WMU Email Address: _____

WMU College: _____ Academic Department: _____

Employment Category: ☐ Faculty (AAUP) ☐ Professional Instructor (PIO) ☐ Staff (SCS) Exempt/Salaried

☐ Other: _____

Please describe any relevant experience this individual has in the host country (ex. prior travel, language skills, etc.).

Please describe any previous experience this individual has leading student groups, facilitating experiential learning, managing student risk and well-being, or supporting students in cross-cultural settings.

Program Leader/Assistant (if applicable)

Name: _____ Program Role: ☐ Program Leader ☐ Program Assistant
WMU Job Title: _____ WMU Email Address: _____
WMU College: _____ Academic Department: _____
Employment Category: ☐ Faculty (AAUP) ☐ Professional Instructor (PIO) ☐ Staff (SCS) Exempt/Salaried
☐ Other: _____

Please describe any relevant experience this individual has in the host country (ex. prior travel, language skills, etc.).

Please describe any previous experience this individual has leading student groups, facilitating experiential learning, managing student risk and well-being, or supporting students in cross-cultural settings

Program Leader/Assistant (if applicable)

Name: _____ Program Role: ☐ Program Leader ☐ Program Assistant
WMU Job Title: _____ WMU Email Address: _____
WMU College: _____ Academic Department: _____
Employment Category: ☐ Faculty (AAUP) ☐ Professional Instructor (PIO) ☐ Staff (SCS) Exempt/Salaried
☐ Other: _____

Please describe any relevant experience this individual has in the host country (ex. prior travel, language skills, etc.).

Please describe any previous experience this individual has leading student groups, facilitating experiential learning, managing student risk and well-being, or supporting students in cross-cultural settings

Guests

WMU Study Abroad does not permit "guests" to join WMU Study Abroad programs. "Guests" are anyone who is not a Program Leader, Program Assistant, Participant, or someone providing some type of formal service to the program.

☐ "I understand and acknowledge that guests are not permitted to join WMU Study Abroad programs."

Program Dates & Location

Please note that you are also required to submit the "Tentative Itinerary Form" as part of the proposal process.

Term and year

Term and year of program (e.g. Spring Break 2027, Summer I 2027, etc.): _____

Dates

Date of student's departure from the U.S. (program start date): _____

Date of student's arrival to the host country: _____

Date of student's departure from the host country (program end date): _____

Any additional information regarding program/travel dates (for example, do you plan to arrive early?):

Location(s)

List all locations (City, Country) where the program will stay overnight:

Do any of the countries included in the program currently have a Level 3 or Level 4 Travel Advisory from the U.S. Department of State? Please note that there is a process to request to waive this policy for countries with a Level 3 Advisory. For Level 4, it is not possible to request a policy waiver.

☐ Yes, Level 3 ☐ Yes, Level 4 ☐ No

To the best of your knowledge, would U.S. citizens require a visa to participate in this program? ☐ Yes ☐ No

Course & Enrollment Information

Course Code and Title (list all courses, if multiple): _____

Credit Hours: _____

Is this course approved to satisfy a WMU Western Essential Studies (WES) requirement? ☐ Yes ☐ No

If "Yes", please specify: _____

Minimum* Enrollment: _____ Maximum Enrollment: _____

**Please note that the home Department/College is responsible for funding the compensation for the Instructor of Record, so minimum course enrollment should reflect the home Department/College compensation policies.*

Program Rationale

Please describe the academic focus of this program.

Are there currently other WMU study abroad program options that have a similar focus? If so, please describe how your program will differ from the existing options.

Please explain how your proposed itinerary and locations support the Student Learning Objectives of your course.

Program Eligibility Requirements

WMU Study Abroad minimum eligibility requirements are a 2.5 GPA and good disciplinary standing. Program Leaders may also set additional eligibility requirements.

Please indicate any eligibility criteria you would like to apply to applicants.

Minimum GPA: ☐ 2.5 ☐ Other (no lower than 2.0): _____

Class standing eligibility:

☐ Freshmen ☐ Sophomore ☐ Junior ☐ Senior ☐ Graduate

Any course pre-requisites? ☐ Yes ☐ No

If "Yes", please specify: _____

Other eligibility restrictions? ☐ Yes ☐ No

If "Yes", please specify: _____

Application Review/Approval Decision

To be officially accepted into the program, a student must be approved by the Program Leader and officially accepted by WMU Study Abroad. Program Leaders will indicate to WMU Study Abroad if they would like to approve a student to join the program. If that student meets the WMU Study Abroad minimum eligibility requirements, the WMU Study Abroad will then officially accept the student into the program. The student will then have a minimum of 1 week to indicate their official commitment decision.

What is your intended timeline for approving applications?

- ☐ On a rolling basis (as applications come in)
- ☐ After a pre-determined priority deadline. If so, please describe: _____
- ☐ After the standard/final application deadline.
- ☐ Other. If so, please describe: _____

What criteria will you use to make approval decisions?

Please list the criteria that will be considered (e.g., major/minor, class standing, order of application, GPA, statement of interest, faculty recommendation, etc.), indicate the level of priority assigned to each criterion (low, medium, or high), and briefly explain how each criterion will be evaluated or applied (e.g., if using class standing, indicate whether priority will be given to lowerclassmen or upperclassmen).

Criteria	Level of Priority	Brief Explanation

Activities & Other Program Factors (Risk Management)

This section gathers key details on program logistics, activities, and related factors so students can evaluate risks and requirements and decide whether the program is an appropriate fit. Please note that you are also required to submit the "Tentative Itinerary Form" as part of the proposal process.

Program Logistics

What types of accommodations will be used throughout the program (ex. hotels, hostels, homestays, etc.)?

What modes of transportation will be used throughout the program (ex. train, bus, ferry, walking, private coach, etc.)?

Activities

Please identify all types of possible activities that students will or may be required or expected to participate in as part of this program. Check all that apply and provide additional activity details and activity requirements as needed.

Activity Type	Additional Activity Details & Requirements
☐ Activities involving extensive walking or physical activity (e.g., biking, dance classes, etc.).	(Ex. "Several walking tours and walking between site visits. Students must be able to walk at least 3 miles per day on uneven terrain.")
☐ Activities involving outdoor excursions (e.g., hiking, forest exploration, etc.)	(Ex. "Hiking and fieldwork in the Amazon Rainforest")
☐ Activities involving water (e.g., swimming, snorkeling, etc.).	(Ex. "Program requires snorkeling and swimming in the ocean")
☐ Activities involving exposure to common allergens (e.g., animal shelters, cooking classes, etc.).	(Ex. "Program will include a pad thai cooking class. Exposure to peanuts and other unknown ingredients is highly likely.")
☐ Activities in which alcohol may be served or present as part of the educational or cultural experience (e.g., tastings, brewery visits, etc.).	(Ex. "Program will include a visit to a winery and wine tasting. Tasting is optional.")
☐ Activities conducted in areas where access to medical care and common amenities (e.g. no electricity, no indoor plumbing, etc.)	(Ex. "Program will include an overnight excursion to a rural village in Morocco where students stay in locally hosted accommodations with no electricity.")
☐ Activities involving visits to animal-related sites or sites where animals are likely to be present (e.g, farms, shelters, wildlife centers)	(Ex. "Program will involve a visit to a temple in Malaysia where groups of macaque monkeys are very likely to be present.")
☐ Activities involving participation in large public gatherings (e.g., festivals, sporting events, etc.)	(Ex. "Program will involve attending a popular football match in Brazil.")

☐ Activities requiring high levels of engagement with members of the public (e.g. service-learning, community engagement, etc.)	<i>(Ex. "Program will involve volunteering at a local elementary school in New Zealand.")</i>
☐ Activities involving exposure to potentially hazardous equipment, tools, or materials (e.g. laboratory work, construction sites, art studios, cooking classes, etc.)	<i>(Ex. "Program requires participation in a ceramic workshop utilizing kilns, pottery wheels, and glazing materials that require proper safety procedures.")</i>
☐ Activities involving sensitive cultural or historical topics that may be emotionally or culturally challenging (e.g. visits to memorial sites focused on genocide, slavery, abuse, etc.)	<i>(Ex. "Program will visit Dachau Concentration Camp Memorial Site where students will engage in discussions about the Holocaust, genocide, and historical memory.")</i>
☐ Other required program activities (if applicable).	

Additional Special Considerations

Please describe any additional factors—such as environmental or climate conditions, cultural considerations, or program design elements that students should be aware of before deciding whether the program is a good fit for them.

Factor	Additional Details
☐ Environmental or climate conditions	<i>(Ex. "Extremely hot and humid climate.")</i>
☐ Cultural considerations and/or laws that may be discriminatory towards certain populations.	<i>(Ex. "Host country has anti-LGBTQ+ laws.")</i>
☐ Dietary norms or limitations that may impact students with special diet considerations or preferences.	<i>(Ex. "The host country typically has limited vegetarian or vegan options.")</i>
☐ Host country conditions or program design may present challenges for students with disabilities or who require special accommodations.	<i>(Ex. "Host country doesn't have curb cutouts.", "Program schedule does not allow for absences, even those that may typically be excused.")</i>
☐ Other factors (if applicable).	

Program Recruitment Plan

Program Leaders are expected to collaborate with the WMU Study Abroad Office to develop and implement a recruitment plan. Direct Program Leader involvement in recruitment is critical to a program's overall viability and successful enrollment.

Will you have sufficient availability during the program's recruitment period to take a lead role in organizing, managing, and actively participating in recruitment efforts, such as delivering classroom presentations, communicating with prospective students, participating in information sessions, and otherwise promoting the program?

☐ Yes

☐ No

What students are the target audience for this program (major/minor, class standing, etc.)?

Use the table below to outline your initial recruiting and promotion plan. Indicate which recruitment approaches you plan to utilize and then provide additional details about how you plan to use this approach.

Recruitment Approach	Plan to utilize?	Additional details
Classroom presentations	☐ Yes ☐ No	<i>Which classrooms do you plan to present to? When? What is your plan for reaching out to instructors to arrange these presentations?</i>
Collaboration with academic colleges or departments, including academic advisors?	☐ Yes ☐ No	<i>What colleges and/or departments do you plan to collaborate with and how?</i>
Outreach to Registered Student Organizations (RSOs)	☐ Yes ☐ No	<i>What RSOs will you reach out to? When?</i>
Information Sessions (virtual and/or in-person)	☐ Yes ☐ No	<i>How many info sessions? How will you promote and organize these sessions?</i>
Outreach to students with program applications in progress	☐ Yes ☐ No	<i>How do you plan to reach out to these students? How frequently?</i>
Participation in existing on-campus events (Ex. academic college study abroad fairs)	☐ Yes ☐ No	<i>What events do you plan to participate in?</i>
Other	☐ Yes ☐ No	<i>What other recruitment approaches do you plan to utilize?</i>

Please provide a 3-4 sentence summary that briefly describes and promotes your program. This text may be used in promotional materials such as flyers, social media posts, and the program's online brochure.

Pre-departure & Post-Program Meetings for Students

Pre-Departure Meetings

Faculty-led study abroad programs are required to include one or more pre-departure orientation meetings for all participants. These meetings are an important opportunity to prepare students academically, culturally, and logistically for their experience abroad while reinforcing health, safety, and well-being expectations.

Please describe your plans for pre-departure orientation meetings by addressing the following:

Note: The number of meetings and dates may be adjusted as program planning progresses.

How many pre-departure meetings do you plan to hold?

When do you anticipate these meetings taking place?

Post-Program Meetings

Faculty-led study abroad programs are encouraged (but not required) to include one or more post-program meetings for all participants. These meetings provide an opportunity for students to reflect on their learning, process their intercultural experiences, complete any remaining academic requirements, and discuss how to apply the knowledge and skills gained abroad to their future academic, personal, and professional goals.

Will you require any post-program meetings? ☐ Yes ☐ No

If so, when do you anticipate these meetings taking place?

Signatures

For the Program Leader: I have permission from my Department Chair and/or College Dean to offer this study abroad course.

Program Leader Signature: _____

For the Department Chair and College Dean: Please review the above proposal and sign below to indicate you approve this Program Leader to teach the listed course with the stated enrollment minimum as part of the described study abroad program. Note that the Program Leader's WMU home College/Department is responsible for any compensation for teaching the study abroad course.

Chair Signature: _____

Dean Signature: _____