

Service/Non-credit International Program Proposal Template

Marquette departments are invited to plan and propose service or non-credit international programs. Interested faculty or staff members are required to complete the following *International Program Proposal Template* and submit it for approval.

Applications will be reviewed two times per year and evaluated following a multi-step process. An initial review for risk, legal and financial implications will be conducted by the Office of International Education (OIE) and, if the staff deems it necessary, by Marquette University offices of the General Counsel and Risk Management. OIE will then submit the proposal to the Vice President for Mission and Ministry or Vice President for Student Affairs for final review and approval. Once the program is approved, minimum student enrollment must be achieved. Safety and health review is ongoing to the date of departure and continues in country. Marquette reserves the right to cancel a program at any time due to safety and health issues.

Application deadline for summer stand-alone programs:	November 1
Application deadline for winter or spring break programs:	April 1

Contact Terence Miller, director of OIE at 288-7289 or terence.miller@marquette.edu with any questions related to your program proposal.

Applicant Information

Sponsoring Unit(s)/Department(s): _____

Program Leader: _____

Campus Address: _____

Phone: _____

Fax: _____

Email: _____

Program Description

Proposed program name: _____

Proposed program site(s): _____

Timeframe (check one): ☐ Spring break ☐ Summer ☐ Winter break

Duration (dates/total number of days): _____

Will the program be open to students from other universities?: ☐ Yes ☐ No

If "No," please explain: _____

Minimum number of participants/Maximum number of participants: _____

Narrative

Please attach the following:

(a) An ITINERARY describing class activities on each day of the program. These activities should correspond to and support the academic goals of the course; and

(b) A DESCRIPTION of the proposed program, addressing the following administrative and logistical issues:

- Exact location(s) of the proposed program, including an indication of destination(s) and transportation mode(s) for day trips or longer excursions
- How travel arrangements will be made: proposed travel agency name and contact information
- Whether participants will need special visas, permits, or health examinations/shots prior to departure
- On-site resources that will be used, such as, cultural resources, housing/accommodations. Please note that OIE will be seeking additional information in relation to safety and liability coverage of on-site service providers in order to safeguard the director and the university from potential liability in case of an accident.
- Cost-effectiveness: explanation of any special efforts that will be made to raise funds to defray program costs, travel agents' deals for multiple bookings, departmental coverage of faculty salary, etc. Applications that demonstrate effective strategies for limiting costs will receive extra consideration.

- Leader Salary: who will pay? Department? Program fees charged to students?
- Accessibility: any information about the program's format, activities, or selected travel or accommodation arrangements that might limit access for students with disabilities.
- Known risks or dangers: information about road conditions (www.asirt.org), areas of disease, forces of nature (earthquake region, avalanches, extreme heat or cold, typhoons, etc.), political or social instability. This information may be provided by printing and attaching current Consular Information Sheets for each target country from the State Department's website (http://travel.state.gov/travel_warnings.html)

(c) An estimated BUDGET for the proposed program: Please base the budget on the attached sample budget format. Provide an estimated range, within \$500, of the per-student cost of the program; and an explanation of how the estimate was determined (i.e. calls to travel agents). When estimating, consider: airfare and airport taxes, accommodations, ground travel, admission fees, facilities charges, and any formal events. The cost will vary based on number of students participating: be sure to indicate number of participants on whom the cost estimate was based.

(d) ORIENTATION: Please propose dates for an orientation that could be given to students well in advance of the program start dates. The final date must be set in coordination with the assigned program coordinator in the Office of International Education.

Signatures

The faculty or staff member is responsible for obtaining the appropriate department head signature prior to submitting the proposal to OIE. Proposals require all three (3) signatures for final approval of the program:

1) Department Head: _____ Date _____

OFFICE USE ONLY

4) OIE Director: _____ Date _____

2) Vice President for Mission and Ministry: _____ Date _____

OR

Vice President for Student Affairs: _____ Date _____

POST APPROVAL ROUTING:

- ☐ Office of the General Counsel
- ☐ Office of Risk Management
- ☐ Office of Finance/Budget Office