



## 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 *Service/Non-credit International Program Proposal Template* and submit it for approval by the deadlines below.

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

- Applications will be reviewed 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.

Contact Karli Webster, Manager of Education Abroad at 288-7289 or [karlin.webster@marquette.edu](mailto:karlin.webster@marquette.edu) with any questions related to your program proposal.

## **Applicant Information**

Sponsoring Unit(s)/Department(s): \_\_\_\_\_

Program Leader: \_\_\_\_\_

Program Assistant (if applicable): \_\_\_\_\_

Campus/Office Location: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## **Program Description**

Program name: \_\_\_\_\_

Program location(s): \_\_\_\_\_

Departure date: \_\_\_\_\_ Return date: \_\_\_\_\_

Timeframe (check one):  Spring break  Summer  January

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 three (3) items:

1. An **ITINERARY** describing the planned activities on each day of the program.
2. An estimated **BUDGET** for the proposed program:
  - Please use the [budget template](#) provided by OIE. This will assist you in providing 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).
  - 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.
3. 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](http://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](http://travel.state.gov/travel_warnings.html))

**Signatures**

The faculty director is responsible for obtaining the appropriate department chair signature and dean signature prior to submitting the proposal to OIE. Proposals require all four (4) signatures for final approval of the short-term program.

If a student or employee report that they have been a victim of sexual harassment, discrimination or sexual misconduct, I understand that I have a duty to promptly report the relevant details to the Marquette University Police Department or Title IX Office. I understand that I am unable to promise confidentiality to the individual reporting the sexual harassment, discrimination or sexual misconduct.

1) Program Leader: \_\_\_\_\_ Date: \_\_\_\_\_

2) Department Chair: \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE USE ONLY**

3) OIE Director: \_\_\_\_\_ Date \_\_\_\_\_

4) Vice President for Mission and Ministry: \_\_\_\_\_ Date \_\_\_\_\_

OR

Vice President for Student Affairs: \_\_\_\_\_ Date \_\_\_\_\_

**POST APPROVAL ROUTING:**

- |  |  |
|--|--|
| <input type="checkbox"/> Office of the General Counsel   | <input type="checkbox"/> Office of Student Financial Aid |
| <input type="checkbox"/> Office of Risk Management   | <input type="checkbox"/> Office of the Bursar            |
| <input type="checkbox"/> Office of Finance/Budget Office   | <input type="checkbox"/> Office of the Provost           |
| <input type="checkbox"/> Vice President for Mission and Ministry OR Vice President for Student Affairs |  |