

Non-credit International Program Proposal Template

Marquette faculty, staff or student organizations interested in coordinating, leading or participating in a service or other non-credit international travel program are invited to plan and propose the program following the *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 January session or spring break programs	April 1

- Any student group travel must have an MU faculty or staff leader who proposes the program and participates in the entirety of the international travel with students, per [UPP 1-18](#).
- Applications will be reviewed and evaluated following a multi-step process. An initial review for safety, health and risk 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 Office of the Provost 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 with any questions related to your program proposal.

Applicant Information

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

Program Leader: _____

Campus/Office Location: _____

Phone: _____ Email: _____

Student Leader (if applicable): _____

Program Description

Program name: _____

Program location(s): _____

Departure date: _____ Return date: _____

Timeframe (check one): Spring break Summer January

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. Please include:
1) Locations (cities, companies, sites of interest, etc.) to be visited, including a map highlighting the cities to be visited and transportation routes to be used between cities. 2) accommodation details (name and contact information of hotels) 3) type of transportation (not including airfare from/to the U.S.) 4) daily overseas contact information (where you can be reached). This information will be used to assist you and/or contact you in the event of an emergency.
2. An estimated **BUDGET** for the proposed program:
 - Use the [budget template](#) provided by OIE, maintaining existing formulas. This will provide you with an estimate of the per-student cost of the program. When estimating, consider airfare and airport taxes, accommodations, ground travel, admission fees, facilities charges, and any formal events.
 - Include documentation of how the estimate was determined (i.e. quotes received from providers, price estimates found online).
 - The cost will vary based on number of students participating. Indicate the number of participants on whom the cost estimate was based in cell B6 of the spreadsheet.
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
- 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: Will there be one? If so, will this come from the Department or student fees?
- 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 attaching current detailed Travel Advisory information (expand "READ MORE" section) for each target country from the State Department's website (<https://travel.state.gov/content/travel/en/international-travel/International-Travel-Country-Information-Pages.html>). 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.

Signatures

The faculty director is responsible for obtaining the appropriate immediate supervisor and Dean/VP signatures prior to submitting the proposal to OIE. The Director of OIE will review for safety and health and then route to the Provost for final approval.

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 Signature: _____ Date: _____

Student Leader Signature (if applicable): _____ Date: _____

2) Immediate Supervisor Signature: _____ Date: _____

3) Dean/VP Signature: _____ Date: _____

OFFICE USE ONLY

4) OIE Director Signature: _____ Date _____

5) Provost Signature: _____ Date _____