

Procedures for Proposing a short-term study Abroad Program-STEP- Getting started

GEPP WILL ASSIST WITH DEVELOPING YOUR PROGRAM! Contact: Jill Churchill churchil@purdue.edu

Preliminary Approval Proposals due:

- ❖ Spring Break-August 1
- ❖ Maymester/Summer-September 1

Course Description: Nothing has to be final at this point but do include as much information as possible.

-Program description/overview-1-2 pages maximum

-Faculty leader- Will a grad student or staff member assist you? Typically it's a 1:10 ratio of Faculty/Staff to students.

-Academic details: course objectives and academic credit to be earned

-Itinerary: include all anticipated locations and sites to be visited. You do not need details at this point, just an overview

-Host institution information if applicable: will they provide any assistance during the program?

-Students-How many? Year in school? Open to all disciplines in engineering? GPA requirements?

Program Approval and Inter-cultural Learning Forms - GEPP will assist you with the online proposal that will be routed for signatures to school head and Study Abroad Office

Marketing- GEPP will help with all tasks necessary for marketing your program: flyers, social media, and providing course information to the appropriate parties on campus to recruit students. However, we do ask that faculty promote their programs to students and within their school.

Quotes for Travel and program logistics- GEPP will work with travel providers to obtain quotes for group travel, transportation, housing, site visits, cultural excursions, etc. Faculty leaders are consulted on all aspects of the travel, but GEPP staff will assist with all administrative tasks.

Program Web Page - *after the program has been approved*, GEPP will assist you with the program web flier - a great tool in recruiting students for your program.

Pre-departure meetings and Travel Preparations- GEPP staff will assist you with the pre-departure process and preparing the students for travel.

