Guidelines for Program Descriptions

Departmental Study Abroad Programs

Academic issues to be included

• What courses will be offered? What is the content, level and discipline of the course(s)? What students (major, level) are being targeted?

• How does the program relate to the curriculum of the Purdue department(s)? How does the program strengthen the internationalization efforts of the sponsoring department, school or college?

• What are the instructional delivery methods? How do these methods support the focus of the program?

• Who will teach the program? If they are not Purdue faculty, what are their qualifications?

• How will students’ academic performance be assessed? What assignments will be made and when will they be due (before, during or after the program dates)?

Administrative issues to be included

• What is the location of the program? Are there multiple destinations? Include a preliminary itinerary.

• Describe the travel arrangements. Will travel be included in the program fee? Will these arrangements be handled by a travel agency?

• Will any costs be defrayed by departmental funds, corporate or individual donors, travel agency deals, or fund-raising efforts? Effective strategies for limiting costs will receive extra consideration.

• How will faculty salaries be paid?

• Have accessibility issues been considered? Please consult with the Purdue Office of Adaptive Programs (765 494 1247) for information and advice about accessibility.

• Are there any special danger, risk, safety or security issues connected with the program? If there are concerns about the safety of the destination country, please include current State Department consular information sheets (see http://www.state.gov/)