

Planning Worksheet

The purpose of this worksheet is to assist the organizers in determining all aspects of establishing a departmental study abroad program.

program period:

- May – August
- September – December
- January – April

estimated dates:

depart U.S.
depart program site

estimated number of participants:

- 10-15
- 16-20
- 21-25
- 26-35
- other _____

number of weeks:

- 1-2
- 3-4
- 5-6
- 7-8
- other _____

number of credits:

- 1 2 3 6 9 12

content of courses:

- discipline of sponsoring department language
- cultural studies other disciplines (list below)

faculty and staff:

- program leader only other Purdue faculty/staff local instructors

total number of Purdue faculty or staff included in program: _____

source of faculty and staff salaries:

- department subsidy outside subsidy (list) student fees none required

classrooms provided by:

- none required host university agency other (list)

student airfare included in fee: yes no faculty airfare included: yes no

ground transportation included: (list)

student housing:

faculty housing:

- home stay
- residence hall
- youth hostel
- hotel
- other _____

- home stay
- residence hall
- youth hostel
- hotel
- other _____

student meals included

- none
- breakfast
- lunch
- dinner

faculty meals included:

- none
- breakfast
- lunch
- dinner

special dinners or receptions (list):

other costs:

- emergency fund
- cell phone rental
- special meals or events

excursions included in program fee:

optional excursions, not included in program fee:

Estimated weekly personal expenses for participants:

Have accessibility issues been considered? yes no

Consult with the Purdue Office of Disability Services (494 1247) for information and advice about accessibility

Are there danger, risk, safety or security issues connected with the program?

- yes no

If there are concerns about the safety of the destination, consult the U.S. State Department website for travel warnings.