## 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:**

- (list)

**faculty housing:**

- (list)
☐ 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.