



Intent to Lead a Study Abroad Program

If you are planning to submit a proposal to lead a short-term study abroad program, please complete the information below and submit this form to your supervisor and campus president/vice president. Send completed form to the SAGE Office at 4-34. **Please note that this form does not mean that your request to lead study abroad is approved. You are still required to submit a proposal packet.**

Requestor:		Supervisor:	
Preferred Destination:		Alternate Destination:	
Preferred Term of Travel:		Preferred Program Provider:	
Course Prefix:		Number of Credits:	
Have you completed all required professional development courses to lead study abroad and/or teach this course? If not, please explain.			
Has your preferred destination been under a State Department Travel Advisory in the past year? If yes, please justify your request.			
Why are you interested in leading a study abroad program? How will this experience aid in the development of your personal and professional goals?			
Leading a study abroad program requires a significant investment of time. For example, program leaders are expected to design a program, communicate effectively with multiple parties, hold a college PCard, attend multiple meetings, recruit students, etc. Reflect on your current roles and responsibilities. How will you meet these expectations in addition to your current workload?			
Will this travel require you to miss any classes?			
Will this travel conflict with when grades are due?			
How will this course factor into the term workload?			
Will this travel require a substitute for your classes?*			
*If a substitute is needed, please inform your dean so that accommodations can be made in advance.			

AUTHORIZING SIGNATURES:

Requestor:	Signature:	Date:
Supervisor:	Signature:	Date:
Campus President/VP:	Signature:	Date: