**Faculty-Led Program Proposal – Preview of Questions – Calendar Year 2021**

**1) Program Overview:**

**Instructions:**

Please provide an overview of your program by answering the questions below.

NOTE: The information shared within the program proposal can and may be edited throughout the program development process over the coming year. Details shared within the proposal may not necessarily be final elements of the program.

(\*) Indicates the question is required.

**1. Is this a proposal for a new program? (\*)**

Please select 'Yes' if the program has never run, if the primary leader or location has changed, or if the program ran more than three years ago.

**2. Name of Sponsoring Departments(s) (\*)**

**3. Department Chair, Head, or Director (\*)**

**4. In which academic term will this program be offered? (\*)**

Select one. For summer, please select the session that most closely matches the proposed program dates.

* Fall (full semester)
* Fall (embedded short-term, winter break)
* Fall (embedded short-term, during semester)
* Spring (full semester)
* Spring (embedded short-term, spring break)
* Spring (embedded short-term, winter break)
* Spring (embedded short-term, semester concludes with May travel)
* Summer Pre-Session
* Summer Eight-Week Session
* Summer 1st Five-Week Session
* Summer 2nd Five-Week Session

**5. Program length (weeks): (\*)**

**6. Name of Program (\*)**

Include the program name to be shared on the student application and marketing materials.

NOTE: Program name will be formatted "UNL Faculty-Led: COUNTRY: PROGRAM NAME," i.e. UNL Faculty-Led: Italy: Angels & Demons, and does not have to match the associated UNL course name. Make sure that the program name is short and appealing, and clearly conveys the program/course topic(s). Be creative!

**7. Proposed location(s): (\*)**

City and country.

**8. Location Description (\*)**

Describe in 1-2 paragraphs the location, its appeal as a place to visit/live, and its appropriateness for the program topic(s).

NOTE: This description will be included in the program's web brochure.

**9. Total number of credits students will earn on the program (\*)**

**10. What type of credit will students earn? (\*)**

UNL credit only

Non-UNL (transfer) credit only

UNL credit AND non-UNL (transfer) credit

Other

**11. Program Components (\*)**

What are the key components of your program? Examples include: conference, group project, guided tours, independent projects, industry/site visits, classroom visits, interactions with local students/peers, internships, job shadowing/externships, language learning (for credit), language learning (not for credit), lectures by UNL faculty, lectures from local instructors and experts, research, service learning, etc. Please share the key components of your program.

**12. Learning Outcomes (\*)**

Please list at least three learning outcomes for this program.

**13. Program Highlights (\*)**

Please share 3-5 highlights that will motivate students to apply for the program, including a mix of academic and cultural benefits. (For example, "Compare and contrast experiences in elementary schools and high schools with those in the U.S.").

NOTE: These highlights will be included in the program's web brochure.

**14. Culture and Language Training (\*)**

Please describe any cultural or language training that will be offered to participants prior to departure and while abroad.

**15. Opportunities for Host Cultural Interaction (\*)**

Please describe opportunities students will have to interact with individuals from the host culture (on-site partner staff, guest lecturers, peers, host families, drivers/guides, etc.).

**16. Anticipated program activities (\*)**

Please upload a list of anticipated activities following the model found in the “Announcements” section of your proposal.

If you have a preliminary program itinerary, please feel free to upload it to this questionnaire as well.

**2) Program Leadership:**

**Instructions:**

Please answer the questions below to identify and describe the program's leadership team.

A student-to-leader ratio of 10:1 can be used as a benchmark in determining who will lead the program and teach the associated UNL course(s), and what the minimum and maximum student enrollment goals should be. However, leadership teams and enrollment goals vary widely and are based on several academic, logistical, financial, student support, and safety considerations. The primary leader should be a UNL faculty member with academic expertise in the program's field(s) of study. A qualified UNL lecturer, instructor, Ph.D. candidate, or staff member may be approved to serve as the primary leader at the discretion of the department and college. If the primary leader is a Ph.D. candidate, there should also be a faculty director identified to provide program oversight.

The additional leader(s) and/or the on-site partner(s) should offer complementary knowledge, skills, experiences, and characteristics.

(\*) Indicates the question is required.

**1. Primary Leader Title (\*)**

**2. Will you be on-site for the entire duration of the program? (\*)**

If no, please provide an explanation.

**3. Have you taught a course or led students abroad previously? (\*)**

If yes, please list the dates, countries, and topics.

**4. Are you certified through the UNL Education Abroad Leader Workshop Series? (\*)**

If so, when does your certification expire? Note: If a leader attends one required workshop and three optional workshops consecutively, the leader becomes certified. Certification is valid for three years.

**5. How much time have you spent in the host country? (\*)**

If you have traveled there multiple times, please include the combined total. Select one.

No time

Less than 1 month

1-3 months

4-6 months

6 months to 1 year

1-2 years

More than 2 years

**6. What is the nature of your prior experience in the host country/region? (\*)**

Hold the Ctrl key (on a PC) or the Command key (on a Mac) and then click on all that apply.

Conduct a site visit

Conduct research

Lead an education abroad program

N/A

Other

Perform

Serve on a delegation

Study

Teach at a local institution

Tour/leisure

Volunteer

Work or intern

**7. When did you last visit the host country/region? (\*)**

Select one.

N/A

Within the past year

1-3 years ago

3-5 years ago

5-10 years ago

10-20 years ago

More than 20 years ago

**8. Do you plan to visit the host country between now and the program start date? (\*)**

If yes, please describe your travel plans.

**9. Select your level of local language proficiency (if the official language is not English). (\*)**

* Advanced
* Beginner
* Intermediate
* N/A (English is widely spoken)
* None

**10. Student Support Experience (\*)**

Program leaders are often the first point of contact for students experiencing personal (non-academic) issues abroad: homesickness, culture shock, group dynamics, mental illness, sexual harassment/assault, etc. Briefly describe your previous experience and/or training related to supporting/referring students with personal issues (i.e. referring a student to CAPS, completing Title IX training, attending workshops hosted by UNL staff or guest experts, volunteering for events such as Husker Dialogues, etc.).

**11. Unaffiliated Traveler Policy**

University leadership and the Education Abroad Office discourages program leaders to be accompanied at any point by any unaffiliated traveler on an education abroad program. Nevertheless, under special circumstances, a program leader may request to do so with the understanding that the University takes no responsibility for unaffiliated travelers. For such an exception, the program leader must seek approval from the department chair and dean based on the context and parameters noted in the "Unaffiliated Traveler Policy." (https://educationabroad.unl.edu/propose-program/policy-unaffiliated-travelers) Approval is subject to a final review by the Associate Vice Chancellor for International Engagement and Global Strategies and the Director of Education Abroad.

If you require to be accompanied at any point during the proposed education abroad program by an unaffiliated traveler (partner/spouse and/or dependent children), please review the Unaffiliated Traveler Policy document in its entirety. Select "Yes" below, and provide the following information: 1) traveler’s name(s) and relationship(s) to you; and 2) describe how the separation of personal and professional life will be maintained and how the traveler(s) will not interfere in any way with the academic program and your leadership responsibilities.

Note: Please do not respond on behalf of a co-leader. All additional program leaders will have the opportunity to respond to this question.

**12. Leadership Team Overview (\*)**

Describe the knowledge, skills, experiences, and characteristics that the additional leader(s) bring to the program leadership team, and how those complement the primary leader's knowledge, skills, experiences, and characteristics.

If there are no additional leaders, please briefly describe how the on-site partner(s) will provide adequate support to the primary leader and the students. Note: Section 5 includes additional questions about the on-site partner(s).

**13. Will there be additional leaders on the program? (\*)**

If so, provide the name, title, and email address of each additional leader, and select the role each leader will have on the program. If not, please disregard these optional fields/questions.

**14. Additional Leader 1: Name**

**15. Additional Leader 1: Title**

**16. Additional Leader 1: Email**

**17. Additional Leader 1: What role will this leader have on the program?**

* Non-UNL Faculty Leader (with students from own institution: tandem program)
* Non-UNL Faculty/Staff Leader (to be hired by UNL for this program)
* Non-UNL Technical Expert (to be hired by UNL for this program)
* UNL Faculty/Staff Affiliate (shadowing or training to lead a program)
* UNL Faculty/Staff Leader (instructor of record for UNL course)
* UNL Faculty/Staff Leader (not instructor of record for UNL course)
* UNL Graduate Assistant
* UNL Faculty/Staff Program Director (long-term academic/admin oversight)

**18. Other Additional Leaders**

If there are more than two leaders, please list all additional leaders' names, titles, email addresses, and roles in the space below.

**3) UNL Academics:**

**Instructions:**

An education abroad program may be composed of UNL courses and/or non-UNL courses (for UNL transfer credit). Please provide details on the UNL academic components of the program.

NOTE: If your program abroad only includes one UNL course, for example, you only need to respond to questions about 'Course 1' and can disregard the questions specific to the additional course offerings (optional questions).

(\*) Indicates the question is required.

**1. UNL Course 1: Title (\*)**

Write the name of the UNL course below.

**2. UNL Course 1: Prefix and Number (\*)**

Write the course prefix and number below.

**3. UNL Course 1: Number of Credit Hours (\*)**

How many credit hours are offered with this course?

* 1 Credit Hour
* 2 Credit Hours
* 3 Credit Hours
* 4 Credit Hours
* 5 Credit Hours
* 6 Credit Hours

**4. UNL Course 1: Language of Instruction (\*)**

What is the language of instruction for this course?

**5. UNL Course 1: Curriculum Committee (\*)**

Has this course in this exact format (same course length and inclusion of international component) been approved by the University Undergraduate Curriculum Committee?

Yes

No

No, but in progress.

No, but reviewed by department/college committee.

No, using Special Topics or similar designation.(Include space to explain any answer)

**6. UNL Course 1: Requirement for all students? (\*)**

Is this course required for all students participating in this education abroad program?

* Yes, all participants must take this UNL course.
* No, participants may choose another UNL course instead of this one.
* No, participants may choose a non-UNL (transfer) course instead of this one.

**7. UNL Course 1: Prerequisites? (\*)**

Are there any prerequisites or special requirements for enrollment in this course? If yes, please describe.

**8. UNL Course 1: Instructional Contact Hours (\*)**

Estimate the number of instructional contact hours for this course, and explain how the academic activities merit the academic credit hours proposed. List each significant activity and its corresponding number of contact hours and its relationship to course learning objectives (see example below). While course formats vary, instructional contact hours abroad should align with on-campus expectations. For example, for a lecture or seminar course, 15 contact hours of instruction are require for one credit hour.

**9. UNL Course 1: Additional Hours (\*)**

Estimate the number of additional hours students will spend learning independently (reading, journaling or blogging, practicing language, writing papers, preparing projects, etc.).

**10. UNL Course 1: Graduation Requirements (\*)**

Does this course fulfill any graduation requirements? Hold the Ctrl key (on a PC) or the Command key (on a Mac) and then click on all that apply.

* ACE
* Elective
* Honors
* Major requirement
* Major/minor field requirement
* Minor requirement
* Other (please explain)

**11. UNL Course 1: Syllabus (\*)**

Upload a preliminary syllabus for this course. (If you have previously taught this course in association with an education abroad program, you may upload a previous version of the syllabus.)

The Education Abroad Advisory Committee is not a curriculum committee. The syllabus is one of several important components of an education abroad program. The syllabus will not be reviewed independently, but rather in conjunction with all other proposal materials, especially the anticipated program activities.

**12. UNL Course 1: Instructional Time (\*)**

Where will the instruction take place within the program term?

* Abroad only
* On-campus and abroad
* Online and abroad

***Questions 1-12 are repeated for UNL Course 2.***

**25. Additional Courses**

If there are more than two UNL courses, please describe them and upload syllabi in the space below**.**

**4) Non-UNL Academics:**

**Instructions:**

An education abroad program may be composed of UNL courses and/or non-UNL courses (for UNL transfer credit). Please provide details on the non-UNL academic components of the program.

NOTE: If your program abroad only includes one non-UNL course, for example, you only need to respond to questions about 'Course 1' and can disregard the questions specific to the additional course offerings (optional questions).

(\*) Indicates the question is required.

**1. Host Institution or Organization (\*)**

Please provide the name and contact information of the host institution or organization.

**2. Host Institution or Organization Accreditation (\*)**

If applicable to the department/college, is the host institution/organization accredited (AACSB, ABET, etc.)? If yes, please list the accreditation.

**3. Host Institution or Organization Transcript or Certificate (\*)**

Transcripts or certificates must be provided for each student. To be considered official, transcripts/certificates must contain individual student information including, but not limited to:

o Student's full name

o Each individual course taken by the student

o Grade for each course taken by the student

o Credits and/or contact hours for each course taken by the student

All transcripts or certificates should be sent to the UNL Education Abroad Office.

Which type of document will be issued?

* Transcript
* Certificate

**4. Non-UNL Course 1: Title (\*)**

Write the name of the course below.

**5. Non-UNL Course 1: Prefix and Number (\*)**

Write the course prefix and number below.

**6. Non-UNL Course 1: Number of Credit Hours (\*)**

How many credit hours are offered with this course? Hold the Ctrl key (on a PC) or the Command key (on a Mac) and then click on all that apply.

* 1 Credit Hour
* 2 Credit Hours
* 3 Credit Hours
* 4 Credit Hours
* 5 Credit Hours
* 6 Credit Hours

**7. Non-UNL Course 1: Language of Instruction (\*)**

What is the language of instruction for this course?

**8. Non-UNL Course 1: Requirement for all students? (\*)**

Is this course required for all students on the program?

* Yes, all students must take this non-UNL course.
* No, students may choose another non-UNL (transfer) course instead of this one.

**9. Non-UNL Course 1: Prerequisites? (\*)**

Are there any prerequisites or special requirements for enrollment in this course? If yes, please describe.

**10. Non-UNL Course 1: Instructional Contact Hours (\*)**

Estimate the number of instructional contact hours for this course, and explain how the academic activities merit the academic credit hours proposed. While course formats vary, instructional contact hours abroad should align with on-campus expectations. For example, for a lecture or seminar course, 15 contact hours of instruction are required for 1 credit hour.

**11. Non-UNL Course 1: Additional Hours (\*)**

Estimate the number of additional hours students will spend learning independently (reading, journaling or blogging, practicing language, writing papers, preparing projects, etc.).

**12. Non-UNL Course 1: Graduation Requirements (\*)**

Does this course fulfill any graduation requirements? Hold the Ctrl key (on a PC) or the Command key (on a Mac) and then click on all that apply.

* ACE
* Elective
* Honors
* Major requirement
* Major/minor field experience
* Minor requirement
* Other (please explain)

**13. Non-UNL Course 1: Syllabus (\*)**

Upload a copy of the course syllabus or a detailed course description.

**14. Non-UNL Course 1: Department Evaluation (\*)**

Which UNL department will evaluate this course for transfer credit?

**15. Non-UNL Course 1: UNL Equivalent (\*)**

If known at this time, is there a UNL equivalent for this course?

***Questions 1-15 are repeated for non-UNL course 2***

**28. Additional Courses**

If there are more than two non-UNL courses, please describe them and upload syllabi in the space below.

**5) Logistics & Partnerships:**

**Instructions:**

Please read the Logistical Arrangements page on the Education Abroad website (https://educationabroad.unl.edu/run-program/logistical-arrangements) PRIOR to filling out the questionnaire below.

On-site partners must be approved by the Education Abroad Office and the Director of Global Safety and Security. Partners may include: a university or institute; an education abroad organization; an educational travel agency; or an NGO, and they are responsible for all pre-arranged logistics, thereby providing in-country support and infrastructure to all UNL Education Abroad programs. We ask that all partners provide a price quote at least 9 months prior to departure; sign an agreement and create an invoice in line with University policies; and provide proof of insurance and licenses/permits that meet industry standards in the host country. Experience in the education abroad field has demonstrated that on-site partners add value to programs in numerous ways that include: travel logistics, financial management, academics, and safety/security.

**Services That Must Be Provided by a Partner:**
Please note that the following services must be provided by the on-site partner(s), articulated in the agreement, and paid in advance:

* Reserve and pay for participant lodging;
* Reserve and pay for leader lodging (if same as participants);
* Provide input to the leader(s) for the program-specific Emergency Preparedness Plan;
* Deliver a thorough on-site orientation;
* Provide 24/7 emergency support, including a contact number to leader(s);
* If needed: arrange private transportation, overnight excursions, and in-country/regional flights (Questions 1-3 below)

All programs must have at least one on-site partner but no more than three partners, as necessary. Please contact the Education Abroad Office to determine the appropriate course of action for selecting the number and type of partner(s).

**Additional/Optional Services That a Partner Might Provide:**
Questions 4-22: Given that program designs vary, it is important to know that leaders are able to include or exclude additional services such as purchasing tickets for public transportation, arranging guided tours of historical sites, providing cell phones to students, etc.

Responses to this questionnaire will guide the conversation during partner identification and approval and budget development.

(\*) Indicates the question is required.

***These are the possible responses for questions #1-3:***

* NO, my program will not need this.
* Uncertain at this time.
* YES, my program will need this.

**1. Private Transportation (\*)**

Will your program need private ground transportation? The transportation company must have professional drivers and appropriate insurance.

**2. Lodging and Transportation for Multi-Day Excursions (\*)**

Will your program include overnight and/or multi-day excursions, and therefore need lodging and transportation?

**3. In-country or Regional Group Airfare (\*)**

Will your program need in-country or regional group airfare (if not using Travel and Transport for this flight)?

***These are the possible responses for questions #4-22 (less #18):***

* NO, my program will not need this.
* NO. My program will need this, but this service will be arranged outside a formal agreement.
* Uncertain at this time.
* YES, my program will need a partner to provide this.

**4. Programming Suggestions (\*)**

Would you like your on-site partner(s) to offer you programming suggestions (logistical, cultural, academic, etc.)?

**5. Management of Itinerary (\*)**

Would you like your on-site partner(s) to provide a detailed itinerary prior to departure and manage itinerary updates?

**6. Service Learning Experiences (\*)**

Would you like your on-site partner(s) to organize service-learning experiences?

**7. Language Classes (\*)**

Would you like your on-site partner(s) to offer language classes: "survival" or formal?

**8. Non-Language Subject Courses (\*)**

Would you like your on-site partner(s) to offer non-language subject courses?

**9. Leader Lodging if Different from Participants (\*)**

If leader lodging will be different from participant lodging, would you like your on-site partner(s) to reserve and pay for leader lodging?

**10. Classroom Space or Meeting Room (\*)**

Would you like your on-site partner(s) to provide classroom space or meeting room(s)?

**11. Guest Lecturers (\*)**

Would you like your on-site partner(s) to identify guest lecturers?

**12. Industry or Site Visits (\*)**

Would you like your on-site partner(s) to coordinate industry or site visits?

**13. Museum and Event Tickets (\*)**

Would you like your on-site partner(s) to purchase any museum, tour, event, train, etc. tickets in advance?

**14. Cultural Activities (\*)**

Would you like your on-site partner(s) to arrange cultural activities such as cooking lessons, dance classes, etc.?

**15. Guided Tours (\*)**

Would you like your on-site partner(s) to provide guided tours of cities, museums, and historical sites?

**16. In-country Transportation: How will you/your students travel while abroad? (\*)**

NOTE: Students may not operate motorized vehicles abroad, and leaders may not transport students abroad.

Hold the Ctrl key (on a PC) or the Command key (on a Mac) and then click on all that apply.

* Airplane
* Boat
* Cycling
* Private van(s) or bus(es) with professional driver
* Public transportation - local bus
* Public transportation - long-distance bus
* Public transportation - long-distance train
* Public transportation - metro/subway
* Ride sharing services (Uber, etc.)
* Taxi
* Walking

**17. Group Meals (\*)**

Would you like your on-site partner(s) to arrange some/all group meals or provide meal stipends to participants and/or leader(s)?

**18. Translation Services (\*)**

Would you like your on-site partner(s) to serve as a translator between the host language and English?

**19. Pre-Departure Guide (\*)**

Would you like your on-site partner(s) to provide a pre-departure student guide and/or participate in pre-departure orientation via conference call?

**20. Public Transportation Passes (\*)**

Would you like your on-site partner(s) to purchase public transportation passes?

**21. Cell Phone for Leader(s) (\*)**

Would you like your on-site partner(s) to provide a cell phone for the leader(s)?

**22. Cell Phones for Participants (\*)**

Would you like your on-site partner(s) to provide cell phones for students, or help students purchase phones/cards on arrival?

**23. Potential On-Site Partner(s) (\*)**

Do you have any preferred or suggested organizations/institutions with whom you would like to collaborate on this program? If so, please include the potential partner name(s) and a brief history of the relationship.

**24. What type of housing arrangements will be secured for the students? (\*)**

Hold the Ctrl key (on a PC) or the Command key (on a Mac) and then click on all that apply.

* Apartment/House
* Dormitory/Residence Hall
* Homestays
* Hostel/Hotel
* Other

**25. Type of Housing - Other**

If you selected "other" for student housing arrangements, please explain here.

**26. Which flight option are you planning to select for your student participants? Select one. (\*)**

* Group flight arranged by Travel and Transport (all students required to fly there and back together)
* Suggested itinerary: individual booking with specific parameters for outbound and/or return
* Individual booking, with no parameters
* Have not yet decided, and would like to discuss options with Education Abroad

**27. Is any type of visa required for U.S. students or faculty to enter the host country? (\*)**

NOTE: Please review the Entry, Exit & Visa Requirements section of the U.S. Department of State Country Information (https://travel.state.gov/content/travel/en/international-travel/International-Travel-Country-Information-Pages.html) or CIBT Visas (https://cibtvisas.com)

* No
* Yes – on arrival
* Yes – travel agent can purchase with airfare
* Yes – advance online application required
* Yes – advance paper application required

**6) Risk Assessment & Mitigation:**

Instructions:

Every faculty-led program and itinerary is assessed for risk management purposes. Please answer the following questions regarding health, safety, and accessibility associated with this program. If you have questions, please contact the Director of Global Safety and Security for guidance.

(\*) Indicates the question is required.

**1. Country 1: U.S. Department of State Travel Advisories (\*)**

What is the Travel Advisory Level according to the U.S. Department of State for your host country? Information can be found here: https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html

* Level 1 - Exercise Normal Precautions
* Level 2 - Exercise Increased Caution
* Level 3 - Reconsider Travel
* Level 4 - Do Not Travel

***Question 1 is repeated for Country/Area 2, 3, and 4 as needed.***

**4. Minimizing Safety/Security Risks (\*)**

Read the U.S. Department of State [Country Information](https://travel.state.gov/content/travel/en/international-travel/International-Travel-Country-Information-Pages.html) (Safety and Security, Local Laws & Special Circumstances, and Travel & Transportation sections) for each host country. Also, access United Healthcare Global’s (UHCG) [World Watch](https://members.uhcglobal.com/LoginPage.aspx?ReturnUrl=%2fWorldWatch%2fdefault.aspx) platform for each host country or city.

Please note any outstanding alerts in proposed program areas. Based on the information available, list the three chief safety and security risks present in the host country/countries that are most likely to impact your program. Briefly describe how student preparation and logistical arrangements will address and mitigate these risks.

**5. Accessibility Considerations & Physical Requirements (\*)**

Briefly describe issues of accessibility in the Local Laws & Special Circumstances section of the U.S. Department of State Country Information. Describe any special physical requirements of the program activities. For example: "Students are expected to walk in the bush through sometimes rugged and uneven terrain (up to 6 miles) while carrying a backpack and water. All roads are gravel, there are no paved roads or sidewalks. The terrain ranges from relatively flat to extremely steep hills. Temperatures can vary while outdoors from 30s to 80s F. At night temperatures can get down to almost freezing."

**6. Program-Specific Risks**

Please describe any activities that you plan to include in the program itinerary that may present additional risk, including but not limited to water sports (boating, snorkeling, etc.), visiting neighborhoods with high crime rates, traveling to remote/rural areas, etc.

**7. Required and Recommended Vaccines and Medicines (\*)**

Review the Centers for Disease Control and Prevention (CDC) Health Information for Travelers page for each host country: https://wwwnc.cdc.gov/travel. Select the vaccines or medicines listed as required or recommended. Consider program activities when determining whether the "Most Travelers" and "Some Travelers" guidance applies to your program. For example, some vaccines and medicines are recommended for travel to rural areas, farms, etc.

Hold the Ctrl key (on a PC) or the Command key (on a Mac) and then click on all that apply.

* Cholera
* Hepatitis A
* Hepatitis B
* Malaria
* Meningitis (Meningococcal disease)
* Polio booster
* Rabies
* Routine vaccines (MMR, diphtheria-tetanus-pertussis, varicella (chicken pox), polio vaccine, flu)
* Typhoid
* Yellow Fever

**8. Minimizing Health Risks (\*)**

Read the "[Stay Healthy and Safe](https://wwwnc.cdc.gov/travel/)" section of the CDC Health Information for Travelers page for each host country. Also, access UHCG’s [Medical Intelligence Reports](https://members.uhcglobal.com/MedicalIntel/) platform for each host country.

Please note any outstanding alerts in proposed program areas. Based on the information available, list the three chief health risks present in the host country/countries that are most likely to impact your program. Briefly describe how student preparation and logistical arrangements will address and mitigate these risks.

**7) Student Eligibility and Promotion:**

**Instructions:**

The Education Abroad Office creates marketing materials (print/web brochures and digital signs) for all programs. However, recruitment is most effective when the leader(s) set realistic enrollment goals and take an active role in recruiting students.

(\*) Indicates the question is required.

**1. Identify primary person(s) taking responsibility for recruiting students. (\*)**

**2. Will the Faculty Leader be present on campus in the term preceding the student application deadline? (\*)**

**3. Target Audience (\*)**

Provide a brief overview of the program's target audience (ideal number of participants, academic level, majors/minors, etc.)

**4. What is the absolute minimum enrollment for this program (at least 5 students)? (\*)**

**5. What is the absolute maximum enrollment for this program? (\*)**

**6. Required academic level? (\*)**

Will participants be required to be at a specific academic level, or have completed a specific number of credit hours? If yes, please describe.

**7. Required major or minor? (\*)**

Will participants be required to be in a specific major(s) or minor(s)? If yes, which major(s) or minor(s)?

**8. GPA Requirement? (\*)**

The Education Abroad Office requires participants to be in good academic standing, typically a 2.0 GPA. Would you like to require a higher GPA? If yes, please list the minimum GPA you would like to have for this program.

**9. Will the following individuals be eligible to apply? (\*)**

Hold the Ctrl key (on a PC) or the Command key (on a Mac) and then click on all that apply.

* Intercampus enrollees (students from other NU campuses)
* Post-baccalaureate students (visiting graduate students with undergraduate degrees, incl. alumni)
* Visiting undergraduate students from non-NU institutions
* None of the above

**10. Likelihood of meeting minimum enrollment? (\*)**

Based on prior experience, preliminary student interest, number of students meeting eligibility requirements, appeal of location, etc., what is the likelihood of meeting the minimum enrollment?

* Highly likely
* Likelihood is uncertain at this time
* Likely

**11. Recruitment Plan (\*)**

Which of the following will be part of your recruiting plan? Some past examples have included:

o Asking international students from the host country to assist

o Asking program "returnees" to assist

o Campus-wide Education Abroad Fair (September)

o Classroom presentations – colleagues' classes

o Classroom presentations – own classes

o College-specific event

o Digital signs

o Meeting with academic advisors

o Other (please explain)

o Posters

o Program-specific informational session(s)

o Social media posts

**Please describe your recruitment plan in the space below.**