CUNY INTERNATIONAL TRIP, TRAVEL, OR PROGRAM PROPOSAL OUTLINE

Successful international programs, trips, and travel require careful planning that begins far in advance of the actual operation of the program, and sufficient lead time is a crucial factor in the successful recruitment of participants and to provide participants with pre-departure orientation.

Please contact your campus international education liaison for assistance with developing and drafting a proposal and budget. The list of CUNY international education liaisons may be found at the following <http://www.cuny.edu/academics/programs/international/students/campus-offices.html>.

In addition to the cover sheet, the international trip, travel, or program proposal must include the following:

A. Academic purpose of the program, which includes a rationale for the overseas location of the program and a description of the way(s) the program will complement and/or supplement the on-campus curriculum. If the program proposes a new course, please describe the learning objectives of the experience.

B. Brief description of the academic program, which, where appropriate, includes:
   1. course(s), including preliminary syllabus (adaptation of existing course or new experimental course proposal) and general teaching times;
   2. field trips and their relation to course(s) or academic purpose of program and guidelines for health and safety for the program;
   3. guest lecturers;
   4. institutional affiliation;
   5. classroom/academic facilities (e.g., library, computers, etc.); and
   6. special projects.

C. Profile of desired participants (e.g., class year, major or minor, etc.).

D. Prerequisite courses, skills, or abilities (e.g., language ability, lab experience, etc.).

E. Type of credit students will receive.

F. Brief description of planned pre-departure preparation/orientation.

G. Brief description of any follow-up activities building on the experience on return.

H. Proposed budget.

13 Courtesy of John Jay College of Criminal Justice Office of International Studies and Programs