

**EAST TEXAS BAPTIST UNIVERSITY
STUDY ABROAD PROPOSAL**

Department: _____

Term: _____

Focus of trip:

Course(s) to be offered: _____

(Note: Special Topics courses must be approved through established channels)

Tour Group/Travel Agency: _____

Summary of Itinerary:

Number of Students: Minimum: _____

Price/student: _____

Maximum: _____

Price/student: _____

Attachments

1. Detailed itinerary
2. Detailed budget
3. Parties responsible for arrangements (tour company, travel agency, professor)
4. Special information about the host country (economy, health/safety issues, etc)
5. Academic and cultural goals
6. Plans for publicizing the trip and recruiting students
7. Plans for administrative and cultural preparation
8. Travel necessary to prepare for this project
9. Faculty to accompany this trip in preparation for the next project, if known
10. Assistance needed from the Study Abroad Committee

Recommended by

Instructor

Department Chair

Dean

Date

Study Abroad Committee

Date

Vice President for Academic Affairs

Date

Approved _____

Disapproved _____