Georgia Perimeter College
Initial Proposal/Approval Form for Development of an International Program

This form is the first formal communication of your plans to initiate an international program other than Study Abroad. It is expected that you will have a detailed discussion with the Director of the Center for International Education before getting started. If you have questions about the process or the form, please call the Center for International Education (CIE) 678-891-3232. After securing departmental approval, submit the form to the CIE. You should not proceed with any agreements prior to approval.

Name______________________________________________________________

Type of Program_____________________________________________________

List Other Institutions and Persons Who Are Involved In This Program
   _________________________________________________________________
   _________________________________________________________________
   _________________________________________________________________
   _________________________________________________________________

Provide brief description of program, its implementation and timetable
   __________________________________________________________________
   __________________________________________________________________
   __________________________________________________________________
   __________________________________________________________________
   __________________________________________________________________

Destination of Program_______________________________________________

Expected Dates of Program:     Start   ________________         End ______________________

Expected Costs of Program:      $ ____________________

How will this program be funded? If the program does not pay for itself, please describe all proposed sources of funding. ________________________________

   __________________________________________________________________
   __________________________________________________________________

Department Chair ___________________________________    Date __________________

Director, CIE ______________________________________      Date __________________

RETURN TO DIRECTOR OF THE CENTER FOR INTERNATIONAL EDUCATION
GEORGIA PERIMETER COLLEGE
Final Approval Form
International Program

Please submit the following information along with any supporting information for your program. For best results, this form should be submitted six months to a year in advance of the planned program. This form is intended for programs that involve travel/exchanges abroad, not for occasional lecturers or domestic programs.

Part I.

Type of Program
- Faculty Development Seminar
- Visiting Scholar
- Faculty/Student Exchange
- Sister School Agreement

Title of Program

Proposed Dates for the Operation of the program

Destination(s)

Sponsoring Institution(s) and Department(s)

Program Budget

Name(s) of Program Director(s), Other Program Leaders, and Other Faculty and their qualifications/experience.

Part II. Please describe in detail the academic or professional activity that is being proposed for this program.

Goals and Objectives of the Program
- Describe the purpose of the program as it relates to faculty or student development.
- Describe your specific program objectives

Program Content (address those items that are relevant to your program)
- If courses are being offered, please describe how they will be delivered. Attach a syllabus for each course.
- Describe how the proposed professional activity will be enhanced by the overseas location.
- Describe any activities, excursions or field trips you have planned that relate to the overseas location.
- Describe how, when, and where the proposed professional activity will be delivered.
- Attach a copy of any printed materials that describe the activities that will occur on the trip.
- Describe the involvement of any other faculty member (either from the home institution or at the onsite location).

Travel Logistics
- Describe travel plans, tentative departure, and return dates.
- Describe proposed itinerary.
- Briefly describe the accommodations for room and board.
- Identify any company or person who is involved with making travel plans.
- Please indicate insurance and emergency contacts.
GEORGIA PERIMETER COLLEGE
Final Approval Form for Development of an International Program

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Program Director(s) _____________________________ Date: _________________

________________________________________ Date: _________________

Department Chair or Budget Manager ________________ Date: ______________

Director, CIE _____________________________ Date: __________________

Signatures Below Will Be Facilitated by the Center for International Education Staff.

Academic Dean _____________________________ Date: _________________

Director, ISAA _____________________________ Date: _________________

Assistant VP of Finance _____________________________ Date: ______________

Assistant VP of Academic Affairs _____________________________ Date: ______________

VP Of Academic Affairs _____________________________ Date: ______________

President _____________________________ Date: ______________

Public Relations _____________________________ Date: ______________

RETURN TO THE DIRECTOR OF THE CENTER FOR INTERNATIONAL EDUCATION

Revised 06-07-06
GEORGIA PERIMETER COLLEGE
Initial Proposal Form:
Study Abroad Program

The following information must be included in the initial proposal for a study abroad program. Please submit your proposal 8-10 months prior to the planned departure date with this form attached. If you need assistance, consult with the Director of the CIE or the Study Abroad Advisor Manual.

Title and Destination of the Program

Sponsoring Department(s)

Names of Program Director, other program leaders, and any other participating faculty

Course Offerings

<table>
<thead>
<tr>
<th>Course</th>
<th>Number</th>
<th>Credits</th>
<th>Delivery</th>
<th>Faculty</th>
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</thead>
<tbody>
<tr>
<td>Eg. ENGL</td>
<td>1102</td>
<td>3</td>
<td>Face-to-face</td>
<td>Brown</td>
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</tbody>
</table>

Are you considering the hybrid model of study abroad? Making use of on-line components? Do the dates of your proposed trip fit GPC’s regular academic calendar?
Travel Logistics

Dates for the Program

Proposed Itinerary

Names of Outside Contacts or Private Companies who may be assisting you

Housing for students

Estimated Cost per Student (include instructor costs)

Emergency Contacts

Department Chair ___________________   Date ____________
Director, CIE    ___________________   Date ____________

RETURN TO DIRECTOR OF THE CENTER FOR INTERNATIONAL EDUCATION