

Montgomery College Study Abroad

Short-Term Study Abroad Proposal

The goals and values inherent in short-term study abroad are reflected in the college's commitment to promote intellectual challenges and cultural exploration in a broad historical perspective. The procedures contained in this form have been developed to assist in planning, promoting and successfully carrying out short-term study abroad opportunities.

The preparation of the attached form is primarily the responsibility of the faculty member for the proposed program, but it also requires close collaboration with the Study Abroad Coordinator, and permission from the Department Chair and Dean (approval through email is adequate), in order to be a useful tool for planning. The planning process requires ample lead time because the logistics involved in program design and promotion are complicated and time consuming.

PROGRAM DESIGN

Program and destination _____

Program Co-Leader/Faculty (You) _____

Course title/credits connected to designed program:

(This should be a Spring offering if proposing a Summer study abroad option, or a Fall offering if proposing a Winter study abroad option.)

Travel dates (departure and return) _____

Estimated number of participants _____

LEARNING GOALS AND ITINERARY

Program learning goals (Attach syllabus if applicable)

Prerequisites (if any) _____

Orientation plans prior to departure?

Evaluation (How will students be evaluated)?

Program Evaluation (How will the success of the program be evaluated?)

ITINERARY (Attach separate sheets as needed.)

Provide a rough daily itinerary for the short-term study abroad program (typically 12-14 days), listing all services needed. Consider both a logistical and academic itinerary. This will serve to guide my decision on the vendors and services needed. You may consult a completed itinerary as a frame of reference by going to www.montgomerycollege.edu/studyabroad, and click on the “Short-Term Study Abroad Opportunities” page. The following is suggestive of items that might be included in the rough itinerary:

- Sites and locations abroad to visit (Also, connect how these sites are educational and bring meaningful experience to program participants. In addition, tie these sites to the curriculum and discipline of the connecting course taught at MC);
- International airfare (Include departure location and preferred airport);
- Desired transportation type(s) at location(s) abroad;
- Lodging (Specify what kind of lodging is needed and where, e.g. hotel, centrally located, or if a central location is not needed, specify where the lodging may be located.)
- Possible visits to museums, colleges and universities, and cultural events;
- Other

VENDOR SELECTION CONSIDERATIONS

What requirements need to be considered in my choosing a vendor(s) to manage the program, if any?

Is there a recommended vendor that you want to propose to manage this program?

STUDENT SCHOLARS’ PROJECT PROPOSAL

Montgomery College students who receive a scholarship to take part in short-term study abroad programs must complete research while abroad (often through journaling), and produce a final project to present at various college venues. Do you have recommendations as to the type of studies and projects students should produce as a result of your program and its design?

BRIEF BIOGRAPHY

Please provide a brief biography of yourself (150 words or less). You may wish to mention your affiliation with MC, advanced degrees you hold, and/or prior experience with travel and work abroad.

You have completed the proposal! Thank you for your interest in designing a short-term study abroad program. I will be in contact with you within two weeks of your submission by email.