

CLAS Study Abroad Course/Program Checklist
November 16, 2005

The following steps must be taken in order for a Study Abroad course to be offered:

1. Approval by the chair or program director:
2. Complete syllabus with readings, assignments, and tours submitted to CLAS for approval:
3. Submission of course package to CLAS for approval (including approved syllabus, budget, and program information):
4. Submit "Request for Waiver" form to Provost's office for approval
5. Notify CLAS when the course is to be offered

Note that UF's International Center usually holds its first recruiting fair for Study Abroad in September. College curriculum committee and other approvals can take time, but an early start and thorough preparation can make the process go more smoothly.

Questions 1 through 12 below will help in planning a new course; questions 13 through 19 raise questions you will want to consider if creating a new program. UF International Center (UFIC) can provide assistance on budget, local arrangements, liability questions, and requirements for visas and insurance.

1. Is the course for UF credit, transfer credit or mixed credit and how many credits will be awarded?

UF credit Transfer Mixed Number of credits: _____

2. Will this be a full-length course or a mini-session or intersession course? _____

3. What number of students will be your breakeven recruitment for a course?

4. Who is the official director of the program, if the course is part of a program?

5. If there is a partner organization, is there an agreement in place? Yes No

6. Will the partner organization provide any remuneration for faculty as part of the agreement?

Airfare Housing Per Diem Meals n/a

7. Will there be any T.A.s or other accompanying personnel and if so, what will be provided for them?

Stipend Airfare Housing Per Diem Local Transportation
Excursions Medex

8. What types of housing arrangements are made for the students, including supervision?

9. Does every student stay for the same amount of time?

10. Will there be any students that will make their own housing arrangements? If so, who is the contact for that information?

11. Will there be any students on the program that are on a fellowship or assistantship that must be paid using state dollars?

12. What extra funds, if any, should be taken into consideration for any fluctuations in the exchange rate? _____

13. Will the program director teach a course or act only as administrative director?

Teach a course Administrative Director

14. Who are the faculty members that will participate in the program, and if they teach a course, how many credits will they teach?

15. If there are co-directors, how will the administrative supplement (if available) be split?

16. Who is the contact for billing and banking information abroad?

17. What payment method will be used to pay overseas bills? (wire, check, expense adv.)

18. Will the program require any tech support? (laptops, software, cell phone, etc...)

19. Is there a need for a contingency fee or program development fee to be budgeted in the program?
