CLAS Study Abroad Course/Program Checklist  
September 1, 2013

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. 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 type 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?

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________________________________________________________________________
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?