



OFFICE OF INTERNATIONAL AFFAIRS
Education Abroad

To complete a proposal for a Maryland Short-term program, you will need to complete the following items in your online MyEA application (to have an application opened, please contact [Jennifer Precht](#)):

1. Program proposal (see the full forms you will need to complete below)

- a. [Part 1 – Basic Program Information](#)
- b. [Part 2 – Program Learning Outcomes, Goals, Design, and Assessment](#)
- c. [Part 3 – Risk Management](#)
- d. [Program Staffing Form](#)

2. Program Development Meeting (required for all new and repeating programs)

Two months to a year prior to proposal submission, you must meet with the Associate Director of Programs to discuss development of the program. Regardless of whether you have a complete itinerary or just an idea, we will provide assistance in program development and can connect you with our international partners. The goals of this meeting are to:

- discuss your **program idea**, including desired learning outcomes, and address any **questions** you might have
- review program planning **timeline** (when proposal is to be submitted and reviewed, etc.)
- consider whether working with a **program provider** might be appropriate
- discuss how a short-term program is **different from a course on campus** (eg, budgeting, course scheduling, registration)
- **debrief** regarding previous year's program (if repeating) and discuss any potential changes **or adjustments** needed

3. Program Staffing Signature Document

You will be required to sign UMD Education Abroad's policy on program staffing as part of the proposal process.

4. Program Proposal Recommendations

A recommendation is required from the chair or director of the supporting academic unit. Be sure to discuss your plans for the program (including the course syllabus) with the department chair or program director. If you are the chair or director of the academic unit, a recommendation should be requested from the college or school's dean's office. Recommenders will be asked to comment on the academic rigor of the program, the value the program adds to the academic unit's curriculum and your qualifications as the instructor of the course. You must send a copy of the course syllabus and tentative program itinerary to the department chair for their reference as they complete this recommendation because they will not have access to your online proposal.

5. Short-term Faculty Handbook

A handbook will be provided to help guide you through program creation, promotion, and execution.
Please note: Short-term Faculty Handbook is currently being updated

The pages below are samples of Parts 1, 2, and 3 of the program proposal form. Please review those pages for an idea of the questions that will be asked of you in the proposal.

Program Proposal - Part 1, Basic Program Information:

Instructions:

On this form, please provide information about the program name, location(s), dates, admissions criteria, and program staffing. This form should be completed by the person who will serve as the on-site Program Director.

Note: Questions 15-20 will be used to promote the program in the online program brochure.

If you have any questions about how to complete this form, please consult with the Associate Director for Programs.

(*) Indicates the question is required.

1. Proposed program name (*)

Education Abroad will name each program based on term and location (e.g., UMD-Winter: China or Terrapin Take Off: China) plus a subtitle. **Please provide the proposed subtitle for this program** (*NOTE: Education Abroad reserves the right to modify or shorten this subtitle for marketing purposes*). The subtitle may be the same as the course title, although in some cases it may be advisable to abbreviate a long course title or to use some other variation (eg, "Shakespeare in London" might be a good name for a program offering a course called "Understanding 16th and 17th Century London through the Plays and Poetry of William Shakespeare"). *If possible, avoid using the name of the country in the subtitle, since it will already be included in the program name.*

2. Program location (*)

Please list all **cities and countries** that this program will visit, regardless of the length of time or whether there are any changes from the last time your program ran. Please indicate with an asterisk (*) which of these cities are your program's primary focus.

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3. Travel departure date (*)

On what date will students be expected to **depart from the Washington, DC area**? Due to travel time and timezone changes, students may need to depart 1-2 days prior to the date they need to arrive at the program site. Program-arranged housing should be provided beginning with the night of arrival abroad.

NOTE: The travel departure date must be after the last day of final exams published in the [UMD academic calendar](#) (for Spring Break programs, after the last day of class prior to break).

The program director may arrive at the program site **no more than three days prior** to the date specified here, but this expense must be built into the program budget in order to be reimbursable. For all Freshmen Programs, program directors must travel with the students to the program site.

4. Travel return date (*)

What is the earliest date that students can **leave the program site** to return to the Washington, DC area? Program-arranged housing should be provided through the night before, with check-out on this date.

NOTE: The travel return date must be scheduled so that students arrive in the Washington, DC area prior to the start of classes published in the [Academic Calendar](#) (for Spring Break programs, prior to the first day of class following break).

The Program Director may stay at the program site **no more than one day after** to the date specified here, but this expense must be built into the program budget in order to be reimbursable.

5. Pre-departure program component (*)

Will there be a required program component prior to the date that students leave the US? If yes, please write the date that students are required to be on campus for the pre-program component.

All TTO programs have a pre-departure program component on UMD campus. If you are proposing a TTO program, you should answer "yes" and list the date students are expected to arrive on campus at UMD.

6. Post-travel program component (*)

Will there be a required program component after students return to the US? If yes, please write the last day students will be required to be on campus after returning from abroad.

7. Is this program open to non-UMD students, non-student applicants and/or international applicants? (*)

If you answered yes to the question above, please specify which.

Education Abroad generally recommends that programs be open to non-UMD students. In addition to students currently enrolled in degree-seeking programs at other U.S. based universities, you also have the option of allowing non-student applicants (those not currently enrolled in degree-seeking programs) as well as international applicants (those currently enrolled in degree-seeking programs at universities outside of the U.S.) to participate in your program. In some cases, however, it may make sense to restrict admission to UMD students only (e.g., if the program has a history of attracting more applicants than can be accommodated, or if class will be held on campus prior to or after the time abroad). *NOTE: Spring Break programs are restricted to UMD students only, since that is not a distinct academic term.*

8. Which classes are eligible for this program? (*)

Please indicate which students are eligible for this program (select more than one by pressing CTRL [or CMD for Mac users] and clicking all applicable classes). *NOTE: Graduate students may be able to obtain approval from their academic advisor to apply a 400-level course toward their degree. Undergraduate students require a dean's exception to policy for permission to enroll in graduate-level courses.*

9. Is this program open to all majors? (*)

Education Abroad generally recommends that faculty-led programs be open to all majors; however, in some cases, it may make sense to give preference or even to restrict admission to a specific major based on anticipated demand or for pedagogical reasons. If you answer NO, please list the relevant major(s) and indicate whether this is a restriction or merely a preference.

10. Minimum GPA (*)

By default, Education Abroad sets a minimum GPA of 2.75 GPA for short-term programs. If you wish to set a different minimum GPA, please select one of the options below. Please note that students who have under a 2.0 GPA are on academic probation and not permitted to study abroad.

11. Course prerequisites

Does this program have any course prerequisites? If YES, please list them here.

12. Language proficiency requirement

If proficiency in a language other than English is **an eligibility requirement** for this program, please indicate the language and level required. *If knowledge of the host country language is helpful but not required, answer NO.*

13. Applicant interview (*)

Is an interview required as part of the application process? *NOTE: Program Directors are responsible for scheduling interviews with applicants.*

14. Do you have a program blog, website, or social media feed? (*)

If you have any of the following, please list the associated urls below:

- Blog or class website
- Twitter handle or hashtag
- Facebook page
- Instagram account

- Other

Please select one ▼

15. Promotional blurb (*)

For the introductory section of our promotional materials, please provide a brief overview of the program, the locations visited, program activities, and valuable skills and experiences students will gain through participating in the program. This can be similar to the program summary in Part 2 and/or the course description but should be more promotional in nature.

Education Abroad reserves the right to edit this content for clarity and audience appeal.



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16. Promotional photos (*)

Please provide Education Abroad with 4-7 digital photos for use on the web brochure, print fliers, and promotional materials for your program. Photos should meet the following requirements:

- photos must be originals (we cannot use images copyrighted by someone else)
- resolution of at least 300 dpi (lower-resolution photos will appear grainy when printed)
- dimensions of at least 900-1000 pixels on each side
- photos of students engaging in program activities are best, but photos of landscapes visited can also be used

If you do not submit photos through this form, EA will rely on stock photos for promotional materials for your program. If you find photos at a later time, you are welcome to send them to [EA Outreach](#) and if time permits, EA will use those photos for promotional materials.

You are welcome to share additional photos or collections with our office by emailing them to [EA Outreach](#).

Please be aware that by submitting photos, you are allowing Education Abroad to use photos on any promotional materials.

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17. Who would benefit from this program? (*)

This description can focus on academic interests, professional goals, or personal characteristics.

Education Abroad reserves the right to edit this content for clarity and audience appeal.



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18. Why should a student participate in this program? (*)

Please explain briefly why a student should participate in this program. What is unique, different or exciting about the course(s), activities, engagement with the local culture, etc? Please include at least three takeaways for students in the areas of professional, academic, and personal development.

Be aware that students you are trying to recruit may have limited or no international experience, may be new to the discipline your course focuses on, or may have hesitations about studying abroad.

Education Abroad reserves the right to edit this content for clarity and audience appeal.



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19. Program highlights (*)

List 3-5 aspects of the program that highlight academic and non-academic engagement. These may include activities, locations, special guests, etc. Please be as specific as possible as this information will be used to generate excitement for your program. For example:

1. Service-learning project
2. Guest lectures by leading development experts
3. Collaborative project with local students
4. Survival language tutorials
5. Homestays

Education Abroad reserves the right to edit this content for clarity and audience appeal.



20. Program staff biographies (*)

Please provide brief biographies of yourself and other program staff such as a co-instructor or teaching assistant (approximately 100 words each). You may wish to mention your affiliation with UMD, advanced degrees you hold, prior experience directing study abroad programs, and something about what excites you about this particular program. *Education Abroad reserves the right to edit this content for clarity and brevity.* Please indicate which of these program staff should have bio and contact information listed on the program's online brochure.



21. How will in-country arrangements be made? (*)

Please indicate how in-country arrangements (e.g., classroom space, guest lectures, housing, activities and visits, transportation, etc.) will be made. Will you make these arrangements yourself, or will you work with a study abroad program provider or a partner institution abroad? *If you are not sure about this, or if you need assistance with identifying a program provider, please consult with the Associate Director for Programs.*



22. Anticipated minimum enrollment (*)

Please indicate the anticipated or required minimum enrollment (we generally recommend 10 as the minimum for a new program). This number will be finalized by Education Abroad during the budget process and has a direct impact on both staffing requirements and the program fee. In addition, because short-term programs are self-supporting, the program generally will be canceled if the minimum enrollment is not met.

(numeric data only: 0-9 and decimal point)

23. Preferred maximum enrollment (*)

Please indicate the preferred enrollment cap for this program (we generally recommend a maximum enrollment of 15-20 for a new program). This number will be confirmed by Education Abroad and has a direct impact on staffing requirements.

(numeric data only: 0-9 and decimal point)

24. Additional comments

Please use this space to provide additional information that may be useful but that is not requested elsewhere on this form. You may also upload a Word document or PDF to the *Document Center* by clicking on the yellow folder icon in the toolbar below.

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Program Proposal - Part 2, Program Learning Outcomes, Goals, Design and Assessment:

Instructions:

On this form, please provide information about the program learning outcomes, goals, design, and assessment, including a tentative syllabus for each course that will be offered. This form should be completed by the person who will serve as the on-site Program Director. *If you have any questions about how to complete this form, please consult with the Associate Director for Programs in Education Abroad.*

As you complete this form, keep in mind EA's mission to internationalize the UMD campus by fostering programs that support one or more of the following outcomes and goals:

- Facilitate cross-disciplinary interaction and collaboration
- Explore innovative solutions to current global issues
- Facilitate cross-disciplinary interaction and collaboration
- Diversify UMD faculty-led study abroad opportunities for students
- Further undergraduate research opportunities
- Expand the UMD study abroad program portfolio to underrepresented regions including Africa, Eastern Europe, South and Southeast Asia
- Further integrate study abroad experiences into departmental and program curricula through pre- and post-programming
- Provide opportunities for students typically underrepresented in study abroad

We are especially interested in programs that incorporate experiential learning (e.g., field work, project-based learning, service-learning, etc.), increase foreign language acquisition, or have the potential to fulfill a **General Education** learning outcome such as Scholarship in Practice.

(*) Indicates the question is required.

1. Program learning outcomes and goals (*)

List 3-5 learning outcomes and goals of the program. What will students be expected to know, think and be able to do upon completion of the program? *These do not necessarily have to be the same as the learning outcomes of the course(s) offered.*

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2. Program design summary (*)

Briefly summarize the overall design of the program, including the types of courses, activities, excursions, field trips, practical experiences (e.g., interviews, field research), and experiential learning opportunities (e.g., service-learning project, project-based learning, etc.).

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3. Supporting academic unit (*)

Please indicate which supporting academic unit (department or program) will be responsible for reviewing this program proposal and approving both the academic content of the course(s) and the teaching credentials of the instructor(s). Be sure to discuss your plans for the program, including course syllabi, with the department chair or program director. *NOTE: Enter "N/A" if your college or school does not have departments.*

4. College or school (*)

To which college or school does the supporting academic unit belong? Along with the supporting academic unit, the college/school is also responsible for reviewing the proposal and approving both the academic content of the course(s) and the teaching credentials of the instructor(s). Be sure to discuss your plans for the program, including course syllabi, with the dean's office.

5. Academic rationale and support of internationalization (*)

How does this proposed program support the Education Abroad's mission as outlined in the instructions at the beginning of this form? How does it complement or enhance the goals and mission of your department and/or college or school?

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6. Connection with program site (*)

Why is it crucial that this program be offered abroad rather on campus at UMD? Indicate as concretely as possible how the program connects the site with the academic content and pedagogy. How will the program link discipline-specific learning outcomes to the location of the program?

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7. Cultural immersion (*)

What aspects of the program facilitate immersion into the host culture (e.g., homestays, service-learning, project-based learning with local students, etc.)? Describe how the program will bring students into direct contact with the host culture in **meaningful** ways.

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8. Market analysis and impact statement (*)

Describe the potential impact on other study abroad opportunities available to UMD students, especially **faculty-led short-term programs**. Will this program complement existing programs, foster cooperation between partners, or possibly conflict or overlap with other programs? What evidence do you have of potential student interest in this program? *If you are not sure of the potential impact, please discuss with the Associate Director for Programs.*



9. Pre-departure preparation (*)

Describe the pre-departure activities that will prepare students for the program - academically and culturally - in the prior semester. Indicate the number of contact hours planned and the nature of these activities (e.g., formal class sessions, program-specific orientations or other meetings, readings, assignments, etc.). **At least one program-specific orientation, conducted in collaboration with Education Abroad, is required.**



10. Program assessment (*)

How will you evaluate whether the program met the learning outcomes and goals specified at the beginning of this form? In what ways will you assess students' interpersonal growth and learning, both during and after the program (e.g., assignments, research projects, presentations, field reports, reflective journals, etc.)? Upon completion of the program, Education Abroad will request that you submit a written report assessing to what extent the outcomes and goals were met, discussing any issues that arose, and providing recommendations for how the program could be improved. *NOTE: EA will administer a program evaluation in which we ask students to evaluate aspects of the program such as pre-departure preparation, academics, logistics, and program staff. In addition, each course may be evaluated through CourseEvalUM as well.*



11. Contact hours (*)

How many contact hours will be scheduled to meet the requirements for the number of credits that students will earn? Time should be calculated as follows:

- one contact hour for *each hour* of actual class time
- one contact hour for *every two hours* of supervised laboratory or studio time
- one contact hour for *every three hours* of supervised experiential activities (e.g., field trips or service-learning)

See [University Course Policies and Practices](#) for further information.

 (numeric data only: 0-9 and decimal point)

12. Minimum credits (*)

Please enter the minimum number of credits that students will earn through this program. *NOTE: A minimum of 15 contact hours is required for each credit awarded (i.e., 45 contact hours for a three-credit course).*

See [University Course Policies and Practices](#) for further information.

 (numeric data only: 0-9 and decimal point)

13. Maximum credits (*)

Please enter the maximum number of credits that students will earn through this program. *NOTE: A minimum of 15 contact hours is required for each credit awarded (i.e., 45 contact hours for a three-credit course).*

See [University Course Policies and Practices](#) for further information.

 (numeric data only: 0-9 and decimal point)

14. Syllabus (*)

For each course that will be offered in this program, please upload a *tentative* syllabus as a **Word document or PDF** in the space below (upload to the *Document Center* by clicking on the yellow folder icon in the toolbar

below). *Do not copy and paste the syllabus.*

The following items must be included in each syllabus:

1. Names of all instructors and teaching assistants
2. Course number and title (including any approved cross-listing)
3. Proposed texts, readings or other resource materials
4. List of prerequisites, if applicable
5. General description of the course
6. Statement of course goals and/or list of learning outcomes
7. Course schedule (tentative day-by-day outline of in-class and experiential activities, readings, assignments and exams)
8. Expectations for students (class participation, contribution to group work, etc.)
9. Grading procedures (*NOTE: Regular grading must be used for study abroad courses, which cannot be taken pass/fail or audited.*)
10. Academic integrity expectations, including the [Honor Code](#)
11. In accordance with University of Maryland's [Disability and Accessibility Policy](#), every effort should be made to provide accommodations for students with disabilities who may be interested in participating in your program. Please be sure to inform all students up front about potential challenges they might encounter based on program design and/or location (for example: lack of wheelchair accessibility in certain landmarks or cities). ***NOTE: Education Abroad will collect information from accepted students about disability accommodation requests, and we will share that information with you.*** Refer to the [Accessibility & Disability Service webpage](#) for additional resources.

Refer to the [UMD Faculty Handbook](#) for more information about preparing a syllabus.

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15. Program calendar (*)

Please upload a *tentative* day-by-day program calendar as a **Word document or PDF** in the space below (upload to the Document Center by clicking on the yellow folder icon in the toolbar below). *Do not copy and paste the calendar.*

The following items must be included in the calendar:

- Pre-departure meetings (at least one is required)
- Travel dates (departure and return)
- On-site orientation
- In-country class sessions
- Tentative activities and visits
- In-country travel (please list all cities visited and the duration of stay in each location)
- Post-return meetings, if applicable

For each date, be sure to indicate the city in which the program will stay that night.

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16. Course number(s) (*)

Please enter the number and title of each course that will be offered (e.g., ANTH438Y Race and Ethnicity in the Andes). You should confirm the availability of the course number (including an available suffix for courses ending in 8 or 9), and that there are no associated registration restrictions with the supporting academic unit's scheduler. Some departments have a Special Topics in Study Abroad course; otherwise, the department's regular special topics number is typically used. ***NOTE: Education Abroad will submit the course scheduling request to the Registrar's Office. Courses that are not approved will cause a delay in scheduling and student registration.***



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17. Cross-listing(s)

If you have obtained approval from another academic unit to cross-list the course, please provide the cross-listed number (if more than one course is offered in the program, please also indicate to which primary course the cross-listing applies). **NOTE: Education Abroad will submit the course scheduling request to the Registrar's Office. Please ensure that cross-listed courses are available and unrestricted.**



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18. General Education Credit

If this program offers undergraduate-level coursework, have you submitted the course(s) for General Education approval? If YES, for each course please indicate the corresponding General Education category and its approval status (eg, ANTH438Y submitted for Scholarship in Practice; GEOG358Z approved for I-Series). Courses should be submitted for General Education review prior to submission of this proposal. If the program is still under review, please notify EA once approved.

NOTE: A course that fulfills a General Education requirement can help attract applicants, as students often ask us which programs fulfill a particular requirement. Just as with courses taught on campus, it is the faculty/department's responsibility to submit courses for **General Education review.**

19. Additional comments

Please use this space to provide additional information that may be useful but that is not requested elsewhere on this form. You may also upload a Word document or PDF to the *Document Center* by clicking on the yellow folder icon in the toolbar below.

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Program Proposal - Part 3, Risk Management:

Instructions:

Risk management is crucial for every program - regardless of location - to minimize risks to students, the Program Director and other staff, as well as to the University of Maryland itself. Our guiding principle is to use *reasonable care* to protect students and program staff against *reasonably foreseeable* harm. This form should be completed by the person who will serve as the on-site Program Director and is intended to assist in identifying and mitigating **known risks and dangers that a reasonable person should know about and that might impact students and program staff** (i.e., it is not necessary to provide an exhaustive list of every possible risk). *If you have any questions about how to complete this form, please consult with the Associate Director for Programs in Education Abroad.*

The Program Director's responsibilities for risk management and student welfare include

- Following EA's emergency protocol to manage crises with the assistance of local and UMD resources
- Conferring with EA staff as events unfold and submitting a written incident report
- Understanding the mandatory CISI health insurance policy, including how to contact Team Assist to initiate claims and/or to locate medical facilities
- Being familiar with local emergency services and medical facilities
- Being available to students on a 24/7 basis during the program
- Giving all risk factors due and unbiased consideration

NOTE: Education Abroad will enroll all students, as well as the Program Director and other program staff, in the mandatory CISI insurance plan for the official program dates.

(*) Indicates the question is required.

1. Travel alert or warning (*)

Is there a US Department of State [Travel Alert or Travel Warning](#) for the country or countries where this program is planned?

If **YES**, an additional level of review by the EA Risk Management Committee is required before the program can be approved.

Please select one ▼

2. Arrival/departure transportation logistics (*)

Please describe how participants will travel to and from the host country (i.e. group flights, individual arrangements. Will students be met at the airport? How will they get from the airport to the program site or accommodations? Include any other details to highlight how risk will be mitigated during arrival/departure travel.

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3. In-country support/contacts & resources (*)

Please provide the contact information for on-site support personnel who will aid with emergencies and health and safety issues and help to mitigate any concerns identified by the US Department of State Consular Affairs report on the program country. Please include name(s), title, affiliation with the program, 24-hour phone number, office or landline phone number, satellite phone number (if relevant), email address, office address, etc. Please provide all phone numbers as if one were dialing from the U.S. (e.g., a Mexico City phone number would read 011-52-55-5555-5555)

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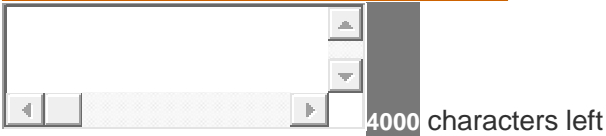
4. Plan B (*)

What is the backup plan in case the program cannot be carried out in the country (e.g., could the program be offered in an alternate location, or would it need to be canceled)? *Please refer to the Risk Management Templates document in MyEA for a sample 'Plan B'.*

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5. Health concerns (*)

Will students face any particular or unfamiliar health issues at the program site (e.g., need for water purification, inoculations, etc.)? *NOTE: Please review the [US Department of State Consular Affairs](#) and [Centers for Disease Control and Prevention Travelers' Health](#) websites for assistance in preparing your response to this question.*

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6. Medical facilities (*)

Describe the types of medical facilities (e.g., hospitals, emergency services, mental health providers, etc.) available to program participants, and provide the address and phone number for each one. Include information on facilities at each location where students will spend significant time. *NOTE: Please review the [US Department of State Consular Affairs](#) website for assistance in preparing your response to this question. If you have difficulties with finding this information, please contact the Director for International Risk Management*

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7. Safety and security concerns (*)

What safety and security concerns does the program site pose? *NOTE: Please review the [US Department of State Consular Affairs](#) website for assistance in preparing your response to this question. The Director for International Risk Management can also provide you with a real-time security brief from iJET Travel Intelligence to supplement that information.*

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8. Risk mitigation plan (*)

If any safety or security concerns were identified in the previous question, briefly describe how will you mitigate those risks. In addition, in the event of a natural disaster, political unrest, or medical emergency, what is your emergency management plan? Please read the [Emergency Action Plan Template](#) a fillable form will be added to your MyEA account under documents. Please return this form to Rose Malone, Short Term Program Assistant (rmalone3@umd.edu).

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9. Program director injury or incapacitation (*)

In the event that you as the Program Director are injured or incapacitated, what is your group management plan for the students? *NOTE: If you are not sure how to answer this question, please contact the Director for International Risk Management*

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10. Student Accommodations (*)

For each location, please provide physical addresses of living accommodations, and provide a description of the accommodations (e.g. homestay, student residence, apartment, hotel, etc.) in which students will be housed. Please also indicate the proximity of these accommodations to the program site/activities. If using homestays, please provide details on the individual/organization responsible for vetting the homestays and placing students. If not known, please indicate the date by which these details will be finalized and reported to EA. Please also indicate whether students will have private or shared rooms and what amenities, (e.g. internet, laundry, etc.) will be included.



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11. Faculty Accommodations (*)

Please describe the on-site lodging for program director/faculty/support staff, if different from above. If different, please indicate the proximity to student accommodations.



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12. Meals (*)

Please describe how and where students will obtain meals.



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13. On-site Transportation Logistics (*)

Please provide transportation details for day-to-day movement as well as transportation plans for all travel destinations (taxis, flights, buses, other ground transportation etc.). Please identify transportation risks inherent to the program location(s) and the steps taken to mitigate these risks through program design, education or orientation, scheduling, security procedures or other planning. Will faculty or staff be responsible for driving students anywhere? If so, how please indicate the kind of vehicle(s) used to transport students, who the driver(s) will be, and what experience they have driving in the program location. NOTE: Please review the US Department of State Consular Affairs website for assistance in preparing your response to this question. Education Abroad can also provide you with a real time security brief from iJET Travel Intelligence to supplement that information.



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14. Physical requirements (*)

Please assess your program's physical requirements along a scale of regular, strenuous, or very strenuous. Some factors to consider in responding to this question include the altitude of the program; amount of hiking, walking, climbing or swimming; and air quality.



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15. Emergency Action Plan (*)

Please outline the program's emergency action plan, which should include the following: primary and secondary consolidation points (meeting places), shelter in place locations, and evacuation methods. If the program is working with a partner, provider or co-sponsor, please share that organization's emergency response plan with EA. Please notify Director for International Risk Management if you are having difficulty obtaining this information. *Please refer to the Risk Management Templates document in MyEA for a sample emergency action plan.*



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16. Communication (*)

a) Program Staff

Program leaders and staff are expected to have the capacity to make calls to and receive calls from Education Abroad staff. Please state whether you will a) use your own cell phone with an international data plan, b) use a local cell phone on site (if so, provide the number), c) require Education Abroad's assistance with renting a cell phone device for use during the program (if so, specify your needs).

a) Students

Please state whether the student(s) will be expected to have a cell phone that will work in the program location(s). If the student(s) are not required to have a cell phone, address how anticipated communication challenges will be met.

(EA recognizes that the possession of a cell phone in some locations makes one a target for crime and that other modes of communication may be preferable).



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17. Additional comments

Please use this space to provide additional information that may be useful but that is not requested elsewhere on this form. You may also upload a Word document or PDF to the *Document Center* by clicking on the yellow folder icon in the toolbar below.

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Program Staffing Form:

Instructions:

In order to complete this form, please first read and submit the Program Staffing requirements. There is a minimum of two staff members required for each program regardless of enrollment.

All Program Staff: The following information for each staff member is needed for program tracking purposes. (including yourself). If the specific individual has not yet been identified, please provide the information no later than 60 days prior to program start date.. Please complete a program staff information table (below) for each program staff member traveling with the program (including yourself).

(*) Indicates the question is required.

1. Program Staff 1 Name (*)

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2. Program Staff 1 Citizenship Status (*)

Are you a: (Please note - this is for tax purposes only!)

3. Program Staff 1 Email (*)

4000 characters left

4. Program Staff 1 Phone Number (*)

4000 characters left

5. Program Staff 1 UID (*)

 (numeric data only: 0-9 and decimal point)

6. Program Staff 1 Role (*)

7. Program Staff 1 Duties to be performed (*)

Course Content (curriculum, teaching, grading)

8. Program Staff 1 current employment status at UMD? (*)

If you are **not** a regular faculty member (assistant, associate, or full professor), please upload your current CV in the *Additional Comments* section at the end of this form.

9. Program Staff 1 Type of UMD appointment you currently hold (*)

10. Program Staff 1 Department of College affiliation (*)

With which department and college are you affiliated for this program?

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11. Program Staff 1 Program Knowledge (*)

What are your qualifications to lead a short-term program in this particular location? Please describe your knowledge of the program location and background in the host country, including travel, residence, research, work, and first-hand professional experience.

4000 characters left

12. Program Staff 2 Name

4000 characters left

13. Program Staff 2 Citizenship Status

Are you a: (Please note - this is for tax purposes only!)

14. Program Staff 2 Email

4000 characters left

15. Program Staff 2 Phone Number

4000 characters left

16. Program Staff 2 UID

(numeric data only: 0-9 and decimal point)

17. Program Staff 2 Role

18. Program Staff 2 Duties to be performed

19. Program Staff 2 current employment status at UMD?

20. Program Staff 2 type of UMD appointment you currently hold

21. Program Staff 2 department or college affiliation

With which department and college are you affiliated for this program?

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22. Program Staff 2 Program Knowledge

What are your qualifications to lead a short-term program in this particular location? Please describe your knowledge of the program location and background in the host country, including travel, residence, research, work, and first-hand professional experience.

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23. Additional comments

Please use this space to provide additional information that may be useful but that is not requested elsewhere on this form. You may also upload a Word document or PDF to the *Document Center* by clicking on the yellow folder icon in the toolbar below.

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