

FORM INFORMATION

This form should be completed and uploaded as part of a KU-Led Program Proposal. This form is not shared with participants, however information on this form is used to build the program brochure and for the International Office to assist in advising participants.

PROGRAM INFORMATION

IS THIS A NEW KU-LED PROGRAM? NO YES

LOCATION (COUNTRY): _____

TERM AND YEAR: _____

TITLE: _____

PROGRAM FREQUENCY: ONE-OFF YEARLY EVEN YEARS ODD YEARS OTHER: _____

PROVIDE A SHORT DESCRIPTION OF THE PROGRAM: This should be a general, engaging overview (an “elevator pitch”) written for prospective participants. Highlight key excursions, unique experiences, major program features, and academic or learning components. This text will be used *verbatim* for marketing on the program’s online brochure.

EXPLAIN THE EDUCATIONAL RELEVANCE OF TRAVEL FOR THIS PROGRAM. Briefly describe how learning goals, activities, and assessments are intentionally designed around the study abroad location and how the location contributes meaningfully to student learning. Your response should justify the need for travel.

WHICH KUTZTOWN STUDY ABROAD LEARNING OUTCOMES DOES THIS PROGRAM ADDRESS, AND HOW WILL THEY BE ASSESSED? Identify the Kutztown [Study Abroad Learning Outcomes](#) that align with this program and briefly describe how students will achieve and demonstrate each outcome through program activities or experiences. Focus on program-level learning and development, not course-specific outcomes.

BRIEFLY DESCRIBE YOUR MARKETING AND RECRUITMENT PLAN:

HERE ARE SOME IDEAS FOR YOU!

- Create and hand Flyers/Posters around campus
- Give classroom presentations
- Host informational sessions for students and their parents
- Partner with student clubs to give a presentation
- Partner with Housing and RA staff to give a presentation
- Partner with Academic Advisors to promote your program
- Email campaigns to targets majors/minors
- Present to colleagues during department meetings
- Participate in the Study Abroad Fair
- Advertise on digital screens on campus
- Advertise on popular campus social media accounts
- Talk about your future program at an orientation session to prospective KU students

PROGRAM LEADER (PL) INFORMATION

The Primary Program Leader (PL) is the International Office's primary point of contact for the KU-Led Program Proposal. The Primary PL is responsible for submitting the proposal and reviewing applications in MyGlobalKU. Although the Primary PL retains overall accountability for the program, administrative tasks may be delegated to a Secondary Program Leader if one is designated. The program leader stipend associated with the Primary PL may be shared or split with a Secondary PL.

PRIMARY PROGRAM LEADER NAME: _____

DEPARTMENT: _____

KU EMAIL: _____

CELL PHONE NUMBER: _____

WHAT ADMINISTRATIVE ROLE WILL THE PRIMARY PL HAVE?

- | | |
|---|---|
| <input type="checkbox"/> Student advising and recruitment | <input type="checkbox"/> Vendor/partner coordination |
| <input type="checkbox"/> Budget development, expense tracking, and reconciliation | <input type="checkbox"/> On-site logistics (daily coordination w/ site visits & partners) |
| <input type="checkbox"/> Pre-travel logistics (e.g., flights, housing, schedules) | <input type="checkbox"/> On-site emergency support and incident response |
| <input type="checkbox"/> Pre-departure preparation | <input type="checkbox"/> Post-program reporting and assessment |

WILL YOU APPOINT A SECONDARY PL? NO YES

SECONDARY PROGRAM LEADER NAME: _____

DEPARTMENT: _____

KU EMAIL: _____

CELL PHONE NUMBER: _____

WHAT ADMINISTRATIVE ROLE WILL THE SECONDARY PL HAVE?

- | | |
|---|---|
| <input type="checkbox"/> Student advising and recruitment | <input type="checkbox"/> Vendor/partner coordination |
| <input type="checkbox"/> Budget development, expense tracking, and reconciliation | <input type="checkbox"/> On-site logistics (daily coordination w/ site visits & partners) |
| <input type="checkbox"/> Pre-travel logistics (e.g., flights, housing, schedules) | <input type="checkbox"/> On-site emergency support and incident response |
| <input type="checkbox"/> Pre-departure preparation | <input type="checkbox"/> Post-program reporting and assessment |

PARTICIPANT INFORMATION

Important Notice on Student Selection: The International Office generally prohibits the pre-selection of students for KU-Led programs. Exceptions may be approved only when participation must be limited due to academic or programmatic requirements (e.g., course prerequisites or student organization membership). To ensure transparency and equitable access, all program details and eligibility criteria will be publicly posted in MyGLOBALKU, and all interested students must complete a standard study abroad application to determine their eligibility.

THIS PROGRAM IS OPEN TO: *(Check all that apply)*

- | | |
|---|---|
| <input type="checkbox"/> First Year / Freshman | <input type="checkbox"/> KU Alumni |
| <input type="checkbox"/> Second Year / Sophomores | <input type="checkbox"/> Community members (unaffiliated with KU) |
| <input type="checkbox"/> Third Year / Juniors | <input type="checkbox"/> Program Leader or Instructor Spouses or Dependents |
| <input type="checkbox"/> Fourth Year / Seniors | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Graduate students | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Non-KU students | |

THE MINIMUM GPA IS 2.20. DO YOU WANT TO SET A HIGHER GPA FOR THIS PROGRAM? NO YES, _____

ANY ADDITIONAL PROGRAM ELIGIBILITY CRITERIA OR RESTRICTIONS FOR THIS PROGRAM: (Such as majors, minors, clubs, etc.)

ACADEMIC INFORMATION

Complete this section only if participants will earn Kutztown University course credit.

COURSE CODE AND TITLE: _____

DOES THIS COURSE HAVE PRE-REQUISITES? NO YES, _____

INSTRUCTOR NAME: _____

COURSE CODE AND TITLE: _____

DOES THIS COURSE HAVE PRE-REQUISITES? NO YES, _____

INSTRUCTOR NAME: _____

COURSE CODE AND TITLE: _____

DOES THIS COURSE HAVE PRE-REQUISITES? NO YES, _____

INSTRUCTOR NAME: _____

COURSE CODE AND TITLE: _____

DOES THIS COURSE HAVE PRE-REQUISITES? NO YES, _____

INSTRUCTOR NAME: _____

Complete this section only if participants earn (non-Kutztown University) transfer course credit.

OTHER COURSE CODE AND TITLE: _____

EQUIVALENT KU COURSE CODE AND TITLE: _____

OTHER COURSE CODE AND TITLE: _____

EQUIVALENT KU COURSE CODE AND TITLE: _____

OTHER COURSE CODE AND TITLE: _____

EQUIVALENT KU COURSE CODE AND TITLE: _____

OTHER COURSE CODE AND TITLE: _____

EQUIVALENT KU COURSE CODE AND TITLE: _____

ADDITIONAL NOTES: _____