Penn Summer Abroad (PSA)
College of Liberal and Professional Studies (LPS)
School of Arts and Sciences
University of Pennsylvania

Date: _____
Version: _____

Program Planning Tool
201_

Please complete this document with as much as is currently known about the intended program. We will use this as a starting point in preparations for the upcoming summer.

- Due by **September 15, 201_**
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A follow-up meeting will be scheduled in September to review this document, discuss budgeting and finalize program plans.

Program Name: Penn-in-	**Host Country:**
Program Dates:	**Duration in weeks**:

Program Director:	
Telephone:	**E-mail:**

Brief Description of Program:

Provide two or three sentence that would help to introduce the program to a prospective student. Include reference to the location, the focus and any other prominent qualities/features of the program.)

Brief Description of Program's Learning Objectives:

Utilizing the Location: *Describe how the program site will be used to complement course content and learning objectives. What relevant academic, professional, and/or cultural site visits, tours, lectures or interviews are you planning? How do you plan to incorporate opportunities for intercultural learning?*

Student Enrollment:

In your opinion, what could be a realistic projection of student enrollment? What factors or considerations are you using to predict student demand and interest?

Are there any site-specific factors that would limit the enrollment size or that you anticipate changing in the coming year? (such as classroom seating space or available accommodations.)

Depending on the number of students that can be attracted to the program, Penn Summer Abroad will work

with the Program Director to determine the number of courses that make sense from both an academic and a financial viewpoint.

Academic Program:

Please list all Penn courses offered as part of the program and attach a course syllabus for each. Note that the final number of courses approved will depend on student enrollment.

Students will earn a total of course units in this program.

Course listing:	*Course title:*
Cross-listing (if any):	
Language of instruction:	*# of course units:*
Proposed instructor (If known) :	
Pre-requisites (if any):	
Fulfills requirements:	
Short description (approximately 3 sentences – a longer version may be used for the website)	
Any comments:	

Course listing:	*Course title:*
Cross-listing (if any):	
Language of instruction:	*# of course units:*
Proposed instructor (If known) :	
Pre-requisites (if any):	
Fulfills requirements:	
Short description (approximately 3 sentences – a longer version may be used for the website)	
Any comments:	

Course listing:	*Course title:*
Cross-listing (if any):	
Language of instruction:	*# of course units:*
Proposed instructor (If known) :	
Pre-requisites (if any):	
Fulfills requirements:	

Short description (approximately 3 sentences – a longer version may be used for the website)
Any comments:

Course listing:	*Course title:*
Cross-listing (if any):	
Language of instruction:	*# of course units:*
Proposed instructor (If known) :	
Pre-requisites (if any):	
Fulfills requirements:	
Short description (approximately 3 sentences – a longer version may be used for the website)	
Any comments:	

Course listing:	*Course title:*
Cross-listing (if any):	
Language of instruction:	*# of course units:*
Proposed instructor (If known) :	
Pre-requisites (if any):	
Fulfills requirements:	
Short description (approximately 3 sentences – a longer version may be used for the website)	
Any comments:	

Program Staffing:

How many faculty/instructors do you anticipate will teach on the program?
Please list any faculty who has already indicated willingness to teach in the program and identify their experience at the proposed location(s) and relevant foreign language ability, if applicable. Also note their institutional affiliation if they are not from Penn. LPS will make the final offer to instructors.

Program Calendar:

Event	Date

Recommended arrival in host country	
Arrival City	
Program housing first available	
On-site orientation	
Classes start	
Classes end	
Program housing last checkout date	

List below any additional events and dates including known excursions (if any)

Host Institution

Name of host institution/facility:

Describe what facilities and services will be provided by this host.

Identify the current status of arrangements with host institution (as of):

☐ to be contacted ☐ have verbal confirmation ☐ contract has been issued
☐ in discussion ☐ have written confirmation ☐ contract has been signed
☐ Not sure (PSA will arrange)

Note for legal purposes that the program director must not sign any contract with a program partner or vendor. Any contractual agreements must be reviewed by LPS and LPS will forward to central university offices for signature by the approved university representative.

Housing

What type of accommodations do you anticipate using for students?

☐ Dormitory ☐ Hotel ☐ Hostel ☐ Home stay ☐ Other:

Identify the name (if available) of the provider and any known arrangements.

Will there be a formalized agreement of what is provided? ☐ Yes ☐ No

If already available, please provide a copy.

How many students per room?

Are any meals included? If so, please identify which meals.

Safety Issues & Risk Management

PSA will work with program directors to develop pre-departure and on-site orientations that include information on health and safety issues.

Are there any recent developments at the program site that might pose a health or safety concern that we should be aware of?

Marketing & Recruitment

What departments/program/student groups at Penn should be targeted in recruitment?
What other universities or departments within other universities do you recommend for distributing information? Please attach contact information, if known.
Do you have any suggestions for marketing (brochure, website etc.) or recruitment activities?
What additional recruitment activities do you plan to do?
Applications open at the end of October and marketing begins with Penn's annual Study Abroad Fair. PSA will have a table at this fair with brochures advertising all the summer programs. Following the Penn Study Abroad Fair, each program organizes on-campus information sessions for interested students (with support from summer abroad as needed). *Please list dates for scheduled information sessions:* *Minimum suggested is one event prior to Thanksgiving break, one in early December and one in mid-January, preferably prior to the priority deadline for applications (usually third week of January).* Location for all:

Thank you for taking the time to complete this form.