



learn→
International

Customized Programs

Faculty-led Program

Application

www.learninternational.ie

Learn International is an Irish based study abroad provider providing customized faculty-led programs within Ireland, South Africa and various other European destinations as requested.

Please fill out the following application to the best of your ability. Any area(s) you are unclear about or do not have an answer to, leave blank or please feel free to contact us for assistance.

Thank you in advance for completing the application. We will use this information to create an unforgettable customized program.

GENERAL PROGRAM DETAILS

1. Program Title:
2. What are the preferred Begin/End Dates of Program, please include the year:
 Beginning: DD / MM / YYYY Ending: DD / MM / YYYY
3. How many credits will be provided for your program?
4. Will students receive direct credit from your institution? Y / N
5. Proposed Host Country (Countries):
6. Preferred/target cost of program as billed by Learn International per student:
 (without airfare and additional home university expenses) Currency:
7. Why have you chosen this particular location(s) for this course?
8. Has this program been approved by your host university/college department? If no, when do you anticipate approval? Y / N Date: DD / MM / YYYY

9. Have you discussed this program with the Study Abroad Office on campus? ☐ Y / ☐ N

10. Is this course ☐ **stand-alone** or ☐ **embedded in a course** taught on-campus?

Notes:

11. Is this a ☐ **one-time program** or do you anticipate it being ☐ **offered annually**?

Notes:

12. Is this a ☐ **new program** or a ☐ **repeat program**?

If a repeat program, please provide details on the previous program including:

Year: | Number of participants: | Cost:

Anticipated changes: (please note)

Sample itinerary ☐ (can be attached when sending application)

ACADEMIC FRAMEWORK & LEARNING OUTCOME OBJECTIVES

13. Please list the learning outcome objectives for this program (we will also use these objectives when approaching partners in the program location(s)).

14. Please attach course syllabi ☐ (if final syllabus is not yet available, a draft is acceptable).

PLEASE NOTE: If you are requesting credit from an institution within your host country, we will need a final draft for credit approval.

15. Please list non-academic program objectives. (Example: At the conclusion of the program, students will develop self-awareness; adapt to cross-cultural situations; consider future international study abroad and/or travel opportunities; enhance their resume etc.)

16. How will these objectives be assessed?

17. What is the target student's academic background (majors, experience)?

FACULTY INFORMATION

18. How many faculty/staff are proposed to be on the program:

19. Has the faculty member(s) led previous programs abroad before?

20. Who will be providing the academic content of the course?

- ☐ Faculty Only
- ☐ Guest Lecturers
- ☐ Industry Specialists Only
- ☐ Combination of Faculty and Guest Speakers/Specialists

21. What qualifications or area of expertise does the faculty member(s) have to lead such a program and the specific course being taught?

22. Please list any known field trips, industry visits, cultural activities or local connections, that you want incorporated into the program?

23. Will faculty be doing their own research while on this program? What areas?

PROGRAM LOGISTICS

24. Please indicate what type of transportation is preferred for your program:

- ☐ Private Coaches Only
- ☐ Public Transport Only (outside of airport arrival/departure transfers)
- ☐ Combination of Private Coaches/Public Transport
- ☐ Other (please specify):

.....

25. How do you envision academic content delivery to occur (check all that apply)?

- ☐ Classroom setting in university campus
- ☐ Conference room setting On-Site (Field Trips, Industry Visits, etc.)
- ☐ Home University Instruction (Pre- or Post- program)
- ☐ If conference room or classroom setting is preferred, please indicate requirements:
- ☐ Other:

26. Number of days requiring lecture/classroom space:

27. Hours per day requiring lecture/classroom space:

28. A/V setup required? If yes ☐ please list requirements and technology needed:

29. Will you need lab space for students (if applicable)? ☐ Y / ☐ N

If yes, what kind of lab space: (Media, Biology, Chemistry etc.)

30. How do you envision out-of-classroom activities to be integrated with in-class work?

31. How many field trips would you like incorporated into your curriculum per week?

PROGRAM RECRUITMENT

32. Estimated number of participants for this program from your university/college:

33. Do you have university-mandated minimum/maximum numbers for the program? ☐ Y / ☐ N
If yes, please indicate these numbers:

(a) Minimum:

(b) Maximum:

(c) One faculty member for every students

34. Please outline your recruitment strategy to meet minimum student numbers:

35. Would you like Learn International to promote this program to other universities and colleges?

☐ Y

/

☐ N

(**Note:** Learn International is not responsible for meeting recruitment goals.)

If yes, how many students would you be willing to accept?

36. Would your institution agree to providing transcripts for students taking this course who are not registered students of your institution? ☐ Y / ☐ N

Cost per transcript: and what is the process for requesting a transcript?

STUDENT PREPARATION & SUPPORT

37. Do you require Learn International to help provide pre-departure materials? ☐ Y / ☐ N

38. Do you plan on running an on-campus pre-departure session? ☐ Y / ☐ N

39. What are the attendance policies for classes and how is this incorporated into their grades (if applicable)?

40. Please outline any additional pre-departure information provided to students including program requirements, living and travel arrangements, safety and health considerations, and other expenses.

41. What pre-departure information is provided to parents and guardians?

42. What are the student and faculty disciplinary codes and processes and how are all participants made aware of these expectations?

43. What is your institution's process for decisions about code of conduct violations?

PLEASE NOTE: Learn International requires health insurance for all it's participants, and is able to provide this health coverage as needed.

44. Are students required to have health and repatriation insurance to complete the program?

Y / N

45. Is this organized by ☐ **your institution** or will students be ☐ **purchasing individually**?

46. Upon return, how will students be encouraged to share their experiences with other students at their home institution? What opportunities are available to discuss their time abroad?

47. Will faculty and staff have health insurance while abroad? ☐ Y / ☐ N

PROGRAM LOGISTICS

48. Please indicate which items of the following need to be factored into LI's pricing:

(Note: All programs include accommodations, select meals, domestic ground transport, program activities)

- ☐ Tuition
- ☐ University contingency fee or study abroad fee (please indicate amount below)
- ☐ Internet
- ☐ Insurance
- ☐ Tipping Fund
- ☐ Lecturer Honoraria Fund
- ☐ Course materials
- ☐ Other (please specify):

49. Please indicate which faculty expenses will need to be absorbed by students:

- ☐ Accommodation
- ☐ Meals included with program (same as students)
- ☐ Per diem meal allowance (in excess of those provided for students)
- ☐ Laundry/incidentals
- ☐ Mobile Phone
- ☐ Internet
- ☐ International Flights
- ☐ Internal Flights
- ☐ Travel to/from airport in USA
- ☐ Home Institution Salary
- ☐ Insurance
- ☐ Other (please specify):

50. If there is more than one faculty member and/or a student assistant on the program, will all costs be covered for the second leader/assistant as outlined above? ☐ Y / ☐ N

51. What are your expectations and requirements for in-country staff and representatives?

Check all that apply:

- ☐ Unsure
- ☐ With the group 24/7 each day of the program
- ☐ Available on call to troubleshoot logistical issues and general questions
- ☐ With the group on select days (e.g. arrival day, field visits)

52. Preferred Accommodations for students:

- ☐ Hotel (may increase cost of overall program)
- ☐ Homestay
- ☐ Serviced Apartments
- ☐ Student Residence Halls
- ☐ Hostels (Backpacker-style Accommodations)
- ☐ Flexible (Whatever style accommodation that keeps costs low and works for program)

53. Preferred Accommodations for faculty:

- ☐ Hotel (may increase cost of overall program)
- ☐ Homestay
- ☐ Serviced Apartments
- ☐ Student Residence Halls
- ☐ Hostels (Backpacker-style Accommodations)
- ☐ Flexible (Whatever style accommodation that keeps costs low and works for program)

54. Do you require internet access within accommodations?

- ☐ Faculty
- ☐ Students
- ☐ Both

**We will do our best to accommodate this request. If it is a traveling program, internet may be limited at times.*

55. Please indicate which meal options you prefer: *(Note: Housing arrangements will dictate availability of meals provided.)*

- ☐ All Meals (not recommended due to expense and logistics)
- ☐ Breakfast (All Days)
- ☐ Lunches and Dinners (as part of group activities; flexible with total number of meals)
- ☐ Lunches and Dinners (specific number of group meals to be included)
- ☐ Other (please specify):

PROPOSAL PRESENTATION & FINAL AGREEMENT

56. Please indicate the following deadlines for your home institution:

Preliminary Proposal with Initial Budget:	DD / MM / YYYY
Final Budget:	DD / MM / YYYY
Period of Application Acceptance for Students:	DD / MM / YYYY
Final Deadline for Program to Run:	DD / MM / YYYY
Final Invoice from LI:	DD / MM / YYYY

Will a formal contract be required to finalize the program arrangements? ☐ Y / ☐ N

PLEASE NOTE: For most proposals, LI will quote the final price in local currency (i.e Euro)

57. How will the your institution quote the cost to students and account for potential price increases?

58. Please provide contact details for the person responsible for invoicing inquiries:

Name:

Contact Number: Email:

59. Please indicate all individuals that should be copied in on correspondence regarding the program, which may include faculty members, department heads, study abroad office personnel, etc.

POST-PROGRAM EVALUATIONS

LI will provide a final evaluation of the program for faculty members (unless administered by the home university).

LI can similarly administer student surveys, as required.

60. Does your institution have procedures in place for post-program evaluations? ☐ Y / ☐ N

Thank you for taking the time to fill out this application, we look forward to creating a programme that will give you and your students an amazing learning experience!

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Customized Programs

Educate | Experience | Explore | Enjoy

For further information, please contact:

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