A request for funding a site visit from Gustavus to an off-campus site can be made for one or more of the following reasons:

A. To begin steps to pilot a new program;
B. To get faculty, staff, and/or administrators to a site to become familiar with the operation/individuals/institutions in hopes of building a stronger connection between the campus and the off-campus site for purposes of program support, student recruitment;
C. To check on the progress of students/program at a particular site either as a part of an established periodic assessment program or as the result of a perceived need to examine a program in greater detail;
D. To strengthen the ties between the campus and the off-campus individuals/programs/institutions.

Please complete the following form by answering in the space provided or by attaching your answers on a separate sheet. Return to the Director, Center for International and Cultural Education.

Name:

Name of off-campus program to be visited:

Your relationship to this program:    _____ Program Director
                                                _____ Instructor
                                                _____ Developer
                                                _____ Other

Site(s) to be visited and purpose for visit. Please include how this fits into the long range plan of the program:

Proposed time period for the visit:

Promoting the integration of off-campus studies with the on-campus effort to achieve a global perspective should be a consideration for all proposals. Applicants for funds who are considering a new program should explain how the new program would expand or complement existing on or off campus programs. Describe any consultations you have had with colleagues in the relevant discipline(s) and foreign language departments and with area specialists.

-over-
Estimate of Expenses: $______________  Airfare

______________  (Hotel, ground transportation, incidentals)

TOTAL EXPENSES $______________  Other funding being used

TOTAL REQUESTED $______________

Comments/recommendation of Department or Interdisciplinary Program Chair:

________________________________________________________________________

Applicant for Funds  Date

Program Director/Advisor (For semester or year programs only)  Date

Department or Interdisciplinary Program Chair  Date

Director of Center for International and Cultural Education  Date

PLEASE NOTE: Applicants who have been given approval for a site visit will be asked to submit upon return a brief report to the Director of the Center for International and Cultural Education, including costs incurred and issues discussed which relate to the off-campus program.