**UNIVERSITY OF MARY WASHINGTON**

**FACULTY-LED PROGRAM LOGISTICS QUESTIONNAIRE**

**PROGRAM INFORMATION**

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| --- | --- |
| Faculty Director(s) |  |
| Faculty Director Email(s) |  |
| Program Name – Each program is styled as “UMW in (country) ” with a descriptive subtitle (e.g., Tropical Ecology, Preservation Abroad, Marketing Down Under) |  |
| Program Location(s) |  |

**TIMING**

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| --- | --- |
| What is the program duration? (Days or weeks) |  |
| Are there tentative dates for the program? |  |
| Is there any flexibility with the dates? |  |
| Will this program recur annually? |  |

**STUDENTS**

|  |  |
| --- | --- |
| What is the minimum number of students? |  |
| What is the maximum number of students? |  |
| What type of students (major/year) will participate? |  |

**PROGRAM**

|  |  |
| --- | --- |
| Please describe in a few sentences the objectives of this program.  |  |
| Is this study abroad program embedded in a UMW course? |  |
| How many courses will be offered? Will an overseas host institution offer any of the courses, or a will students be able to select courses offered by an overseas institution? |  |
| Will students get credit for this program? If yes, who will grant the credit? |  |

**STUDENT ACCOMMODATION**

|  |  |
| --- | --- |
| Will students need accommodation for part or all of the program? If part, please specify when. |  |
| What type do you prefer? Please check all that you would be interested in discussing. | \_\_\_ Hotel \_\_\_Dorm \_\_\_Homestay \_\_\_Hostel \_\_\_Furnished Apartment \_\_\_Other: (specify) |
| Is there a preference for single, double, triple accommodation? |  |
| Is there a specific neighborhood and/or hotel/hostel/dorm identified for accommodation? |  |
| Education abroad providers typically provide on-site orientation including pertinent information on student housing, cultural issues, health and safety protocol, and local logistics. Is there anything else you would like the provider to address? |  |

**FACULTY/STAFF INFORMATION**

|  |  |
| --- | --- |
| How many faculty members will accompany the group? |  |
| Will a faculty member be responsible for instruction during the program? |  |
| Will there be others accompanying the group? A Program Assistant? Staff? Family member(s)? If yes, please describe. |  |
| Are accompanying faculty/staff familiar with the location? |  |
| Do accompanying faculty/staff speak the language? |  |
| Does the faculty/staff have any contacts in the proposed location? If yes, will these contacts provide support to the program? Please describe. |  |
| What type of housing does faculty/staff prefer? Please check all that you would be interested in discussing. | \_\_\_Hotel \_\_\_Dorm \_\_\_Homestay \_\_\_Hostel \_\_\_Furnished Apartment \_\_\_Other: (specify) |
| Are there specific accommodation requests for accompanying family members? |  |
| Should the student fees include all faculty expenses or should these be broken out separately? |  |
| Any other requests pertaining to faculty/staff? |  |

**MEALS**

|  |  |
| --- | --- |
| Should breakfast be included with accommodation? |  |
| How will lunches and dinners be handled? |  |
| Do you want a Welcome Dinner? A Farewell Dinner? |  |
| Are there specific restaurants identified for any of the meals? |  |

**TRANSPORTATION**

|  |  |
| --- | --- |
| Will students be arriving as a group or individually? |  |
| Will the accompanying faculty/staff be arriving with the group or earlier? |  |
| Does the group need Arrival Airport Transfer? Departure Airport Transfer? |  |
| If available, is a city Public Transportation Card needed? Should it be preloaded? |  |
| Does the group need long-distance transportation between locations/cities? |  |
| Are there other transportation requests? |  |

**ACADEMICS**

|  |  |
| --- | --- |
| What are your academic goals for students on this program?  |  |
| Is classroom or meeting room space needed? How many days? How many hours per day?  |  |
| Is there specific equipment or resources needed in the classroom/meeting room? |  |
| Is space needed for an atelier, office, or studio, etc? |  |
| How many guest lecturers are needed? What type of expertise will be needed? |  |
| Do you need the provider to locate course instructors? What type of expertise will be needed? |  |

**CO-CURRICULAR ACTIVITIES**

|  |  |
| --- | --- |
| What are your cultural goals for students on this program? |  |
| How many course related site visits should be included?Have specific organizations been identified or should provider identify? |  |
| How many half-day field trips should be included? Have specific destinations and activities been identified or should provider identify?  |  |
| How many full-day field trips should be included? Have specific destinations and activities been identified or should provider identify? |  |
| How many overnight excursions should be included? How many nights per excursion? Have specific destinations and activities been identified or should provider identify?What should be included in an overnight excursion (meals, accommodations, entrance fees, transportation, etc.)? |  |

**OTHER**

|  |  |
| --- | --- |
| Is an assistant to accompany the program needed for communication or logistical support? If yes, for the entire duration of the program or only specific days/activities? (Specify). |  |
| If possible and relevant, should a tour of a local university be included? |  |
| If possible, should community engagement/volunteerism activities be included? If yes, have specific activities been identified, or should provider identify? |  |
| Do you have a price point in mind? |  |
| When do you need to have education abroad provider proposals returned to you in order to make a selection?  |  |