

CUSTOMIZED PROGRAM REQUESTS

For _____

Program title: _____

Program leader(s): _____

Proposed program dates: _____

Number of students: _____

Site: _____

Who is this program open to? UMTC Students Non-UMTC Students Both

Will students receive credit for this program? Yes No

Section I: On-Site Requests

Services

Classroom space (indicate number of days/hours): _____

Teaching equipment (indicate type: DVD player, projector, etc.): _____

Transportation to and from airport to housing accommodations: _____

Transportation for field trips/day excursions: _____

Local transportation pass: _____

On-site orientation on health, safety, logistics, etc.: _____

Walking tour/sightseeing tour of city: _____

Survival language course (indicate number of days/hours): _____

Program leader cell phone with local phone number: _____

24-hour on-site emergency contact and support (automatically provided): _____

Accommodations

Program leader housing: _____

Student housing (indicate number of nights): _____

Meals

Welcome luncheon/dinner/reception _____

Farewell luncheon/dinner/reception _____

Meals (indicate number of additional meals): _____

Activities/Site Visits/Excursions (list below):

Guest Lectures (list topic(s) below):

Section II: On-Site Costs

Indicate estimated number of students: _____

Separate out program leader costs OR Amortize program leader costs

Will there be more than one program leader? If yes, indicate the pricing structure:

Separate out program leader costs OR Amortize program leader costs

Section III: Program Description

Provide additional context about the course (e.g., 1) course designator, 2) course number, 3) course description, 4) ideal itinerary, 5) syllabus) please attach additional documents if needed:

LEARNING ABROAD CENTER

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