

# CUSTOMIZED PROGRAM REQUESTS

For \_\_\_\_\_

Program title: \_\_\_\_\_

Program contact: \_\_\_\_\_

Program leader(s): \_\_\_\_\_

Proposed program dates: \_\_\_\_\_

Minimum number of students: \_\_\_\_\_

Maximum 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 estimated number of days/hours and type of space needed):

Teaching equipment (indicate type: computer, 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.: \_\_\_\_\_

Neighborhood tour/sightseeing tour of city: \_\_\_\_\_

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

Program leader local cell phone or SIM card: \_\_\_\_\_

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

### Accommodations (indicate number of nights)

Program leader housing:

Student housing:

**Meals**

- Welcome luncheon/dinner/reception \_\_\_\_\_
- Farewell luncheon/dinner/reception \_\_\_\_\_
- Meals (indicate number of additional meals): \_\_\_\_\_

**Activities/Site Visits/Excursions (list below and specify when a guided tour is preferred, if known):**

**Guest Lectures (list topic(s) below):**

## Section II: On-Site Costs

Round trip international airfare included?  Yes  No

In-country airfare included?  Yes  No

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) number of credits, 6) syllabus). Attach additional documents if needed:

Provide any additional information about the program that would be helpful for us to know or requests not yet indicated above.

## LEARNING ABROAD CENTER

230 Heller Hall, 271 19th Avenue South, Minneapolis, MN 55455  
612.626.9000 | [UMabroad@umn.edu](mailto:UMabroad@umn.edu) | [UMabroad.umn.edu](http://UMabroad.umn.edu)