



All CIEE Programs have 24/7 emergency support.

PROGRAM DEVELOPMENT QUESTIONNAIRE

Name of school:

Name of person completing this form:

Name of faculty leading the course:

Location(s) of program:

Name of program:

PROGRAM TIMING

What is the program duration?

What is the tentative date of arrival in country?

What is the tentative date of departure from country?

Are the dates flexible?

PROPOSAL DETAILS

When is the proposal due?

Has approval been given for this program? Yes No

What is the program price point?

Will faculty expenses be absorbed by the student fees? Yes No

Will this program recur annually? Yes No

What is the enrollment deadline?

Please note: final student list is needed 3 months prior to the program start date.

What is the minimum number of students needed for the program?

Is there a maximum number of students?

What year are the students?

What are the students' majors?

ACADEMICS

Programs will include an onsite orientation covering important information on student housing, cultural issues, health and safety protocol, and local logistics. Is there anything else you would like us to address?

What are your objectives for this program?

What are the academic goals for your students? *If you have a syllabus, please attach.*

Do you have a tentative itinerary for this program? Yes No *If yes, please attach.*

Will students earn academic credit for this program? Yes No *If yes, how many?*

Is this study abroad program embedded in a course on campus? Yes No *If yes, please attach course description.*

Will a faculty member be responsible for instruction during the program? Yes No *If yes, please list faculty.*

Do you need CIEE to provide course instruction? Yes No *If yes, what course and how many contact hours?*

Is classroom or meeting-room space needed? Yes No *If yes, please list # of days, hours per day, and preferred time.*

Is there specific equipment or resources needed in the classroom/meeting room? *(i.e. projector, wifi, etc.)*

Generally, guest lecturers speak for up to 60 minutes followed by 30 minutes of discussion. Guest speakers may be scholars, professionals, practitioners, activists, politicians, etc. Are you interested in guest lecturers? Yes No *If yes, how many and what topics would you like covered?*

FACULTY/ STAFF

Please note: Guest participation is subject to sending institution approval. If guests participate in the program, they will be considered full-paying participants. All program participants including faculty, students, and staff are required to sign a CIEE contract. You may request copies for review by your legal team. [CLICK HERE TO LEARN MORE ABOUT OUR GUEST POLICY](#)

Please list all faculty, staff, and/or guests attending and their area of expertise:

	Name	Faculty, staff, or guest?	Familiar with location?	Familiar with language?	Language level?	Area of expertise?
1.						
2.						
3.						
4.						
5.						
6.						
7.						

ACCOMMODATIONS

What type of accommodations are preferred for faculty/students? Please write in your first choice from those listed below, then check all other options that you would also consider. [Please note that the options below are not available in all locations.](#)

Faculty: [1st Choice?] Hotel Dorm Homestay Hostel Furnished Apartment Other:

Student: [1st Choice?] Hotel Dorm Homestay Hostel Furnished Apartment Other:

Are there specific accommodation requests for accompanying faculty/staff?

Is there a specific neighborhood and/or hotel/hostel/dorm identified for faculty accommodations?

If faculty arrives earlier, please indicate if they will need accommodations arranged. Other requests?

Is there a preference for single, double, or triple accommodations for students?

Is there a specific neighborhood and/or hotel/hostel/dorm identified for student accommodations?

MEALS

Our typical program has breakfast included in accommodations, welcome dinner, farewell dinner, and lunches on full-day overnight excursions. Do you have additional meal requests? Yes No *If yes, please detail.*

Can alcohol (beer or wine) be served at Welcome or Farewell dinners? Yes No

TRANSPORTATION

Please note: CIEE strongly encourages group arrivals and departures. For individual arrivals/departures, we will provide a 24-hour window for airport transfers. If faculty will arrive earlier, please indicate if airport transfer should also be arranged. Schools are responsible for all matters pertaining to student and accompanying faculty/staff visas, as required for entry into a country. Round-trip airfare from the U.S. is not included in CIEE program fee.

Will students be arriving as a group or individually? Group Individually

Does the group need airport transfer upon arrival in country? Yes No

Does the group need airport transfer upon departure from country? Yes No

If faculty arrive earlier, please indicate if airport transfer should be arranged.

Are there any other transportation requests? Yes No

Do you want a public transportation card? Yes No

ACTIVITIES: CO-CURRICULAR, CULTURAL, LEISURE, & EXCURSIONS

Please note: A CIEE assistant accompanies the group on all CIEE-arranged activities.

Types of Activities

Co-curricular: Activities specifically designed to enhance the academic content of the program

Cultural: Any activity that helps students gain a better understanding of the local culture

Community Engagement/Volunteer: (i.e., participating in an environmental cleanup project or involvement in a theater workshop with local students, etc.)

Leisure: (i.e., hiking, swimming, shopping, certain touristic activities, etc.)

Day trips: Short day trips to other locations

I want CIEE to suggest all activities based on my academic goals: Yes No *If you answered no...*

Please list each activity you would like to include:

Type of activity (from above list)	Activities
1.	
2.	
3.	
4.	
5.	
6.	

Please note: In addition to the activities listed, CIEE may suggest activities based on your academic goals.

OVERNIGHT EXCURSIONS

Please note: CIEE includes transportation, meals, and accommodations as a standard on overnight excursions unless you request otherwise.

I want CIEE to suggest overnight excursions. Yes No *If you answered yes:*

How many overnight/multi-night excursions should be included?

List each destination, the number of nights, and what activities you would like included.

COMMUNICATIONS

Should faculty be provided a local cellphone/SIM card? Yes No

Should students be provided a local cellphone/SIM card? Yes No *If yes, will students pay to add minutes to their cellphones/SIM cards or should the program cover the expense? (Please note: These option is not available at all locations.)*

CONTACT US

ciee.org/custom

855.214.9559 | custom@ciee.org

All CIEE programs have 24/7 emergency support.