

## Section 1: Program Leader and Academic Information

- Please select the lead campus for this program: Select MassArt
- Your Name
- Your Title
- Your Department
- Name of Program
- Provide a brief description of the Program (150 word maximum). For example, this description may appear in the course catalog or online brochure.
- Program Location(s) - Specific cities and countries
- Travel Purpose: Course Credit/Service Learning (Volunteer)/No Credit/Other (fill in)
  - How many credits?
  - Name of course and course number
  - What is the supporting academic unit or department?
  - Is this course open for cross-registration?
  - Is travel a requirement to achieve the objective of the course or major?
    - If response is no: Please explain
  - Can this field work or educational experience be performed elsewhere?
    - If response is yes: Where?
    - If response is no: Please explain
- Are you the Primary Travel Leader?
  - Who is the Primary Travel Leader?
  - What is the Primary Travel Leader's title?
  - What is the Primary Travel Leader's department?
  - What is the Primary Travel Leader's email?
  - What is the Primary Travel Leader's work phone number?
  - What is the Primary Travel Leader's U.S. cell phone number?
  - What is the Primary Travel Leader's international cell phone number? (if applicable)
  - Please provide a brief description of the Travel Leader's experience in the planned location(s)
- Will there be a Secondary Travel Leader? Please note that some COF campuses require a secondary travel leader. If you are unsure, please check with your respective study abroad office. If you have not yet identified a secondary travel leader, please select yes and enter "TBD" in the questions that follow.
  - What is the Secondary Travel Leader's name?
  - What is the Secondary Travel Leader's title?
  - What is the Secondary Travel Leader's department?
  - What is the Secondary Travel Leader's email?
  - What is the Secondary Travel Leader's work phone number?
  - What is the Secondary Travel Leader's U.S. cell phone number?
  - What is the Secondary travel leader's international cell phone number? (if applicable)
- Do you plan on using an on-site provider to run your program?
  - If response is yes: Please provide the name of the provider organization