**WRITING A PRE-PROPOSAL FOR YOUR NEW EDUCATION ABROAD PROGRAM**

The pre-proposal is a sketch of your initial idea for a new program. It allows you to let people know about your program idea before you invest a lot of time and energy into a project that your department and/or college may not support. Be sure to initially discuss your program idea with (1) your department chair, (2) your college’s liaison to the Office for Education Abroad, and (3) the associate director of the Office for Education Abroad.

As you develop your ideas, tap into the expertise of those around you, such as experienced program leaders, your departmental and college colleagues, area studies staff, and, of course, the [Education Abroad team](http://educationabroad.isp.msu.edu/about/faculty-directory/our-staff/). Please let us know about your program idea and we can help connect you to people and resources.

Note that most successful program leaders start working on program development 18 to 24 months before taking students abroad.

Here are the topics you should address in your pre-proposal. Put to paper what you know at this point and don't worry about the details you haven't worked out yet. This step is to help you connect with resources to support your efforts.

**WHAT: Student Learning**

What learning outcomes do you want to achieve through the program (academic, cultural, personal and professional student development, etc.)?

What is the academic content of this course? What courses will be taught on-site (MSU courses or host institution courses)?

Do you intend to integrate community engagement, service learning, internships and/or field research for credit?

How will this study abroad program enhance the value of students' degrees?

**WHO: Program Leadership and Participants**

What, if any, experience and possible contacts do you have in the intended host region/country? What is your level of proficiency in the host country language?

Which student population are you targeting (majors, class standing, etc.)?

**WHERE: Location**

How is the chosen location relevant to the stated learning goals? How does the academic content relate to the chosen country/location?

**WHEN: Timing**

How are the proposed timing and duration of the program conducive to achieving the stated learning outcomes?

**WHY: Sustainability and Rationale**

How do the program's learning goals support college/department strategies for education abroad?

Does the program contribute to your own and/or your department's research agenda?

What other MSU study abroad programs already exist in the region and in the proposed subject matter area?