VITERBO UNIVERSITY
STUDY ABROAD

VITERBO STUDY ABROAD
PROGRAM LEADER INTEREST FORM

This form is submitted to the Study Abroad Office to indicate your interest and qualifications in leading or co-leading a study abroad/away program with Viterbo University.

Today's Date _____

PERSONAL INFORMATION

Name: _____ Title: _____

Department: _____ Office Phone Number: _____

Viterbo Email: _____ Viterbo Employee ID: _____

Direct Report to (Name and Title): _____

PROGRAM INFORMATION

What program(s) are you are interested in leading: _____

Semester and Year of Program: _____

Is this a program that has run in the past or is this currently being proposed? _____

Would you serve as the main program leader or the secondary program leader? _____

PREPARATION AND EXPERIENCE

1. How did you hear about the opportunity to become a program leader? What are your personal and professional goals in becoming a leader for this program?

2. Have you led a study abroad/away program in the past at Viterbo? At other institutions? Please describe.

3. What qualifications do you have for leading a study abroad/away program? Please describe any previous experience with travel or residence abroad or in the proposed program location that you feel has prepared you to lead a study abroad/away program. Please describe the location, duration of stay, and experiences that may be relevant.

4. Do you have any training or experience applicable to the location and/or program that may be relevant from a risk and crisis management perspective?

5. Short-term study abroad/away programs can be physically, emotionally and mentally taxing, with long days, extensive walking, culture shock, balancing group dynamics, leading (sometimes intense) debriefs, keeping track of the budget and in-country expenses, being 'on-call' 24/7 for students and maintaining your own well-being. Can you please describe past experiences that may have prepared you for the various emotions that can arise on these programs? Or, how might you would work through these challenges while on the program?

6. Please describe anything else you feel as relevant to know about you.