

**PROGRAM DEVELOPMENT DOCUMENT**

**PROPOSED FACULTY LED OR CUSTOMISED SHORT COURSE PROGRAM**

*Please fill out the below document and email it back to* *amy@pepapacific.com* *for the development of your faculty led or customized short course program.*

**Name of USA University:**

**Name of Faculty/Study Abroad staff member:**

**Email & Phone number of contact person:**

**Proposed major area of study:**

**Name of program/subject:**

**Will you award credit for this program?**

**Will this program be for Undergraduate or Postgraduate students?**

**Would you like both Australia and New Zealand included or just one?**

**If you know the cities you would like included in your Program please list them:**

**Brief description of suggested Academic Program overview:**

**Estimated number of students:**

**Estimated number of faculty to lead the program:**

**Preferred dates of program:**

**Preferred length of program:**

**Any housing preferences?**

**Would you like any meals included?**

**What would you like the budget to be for this program approximately per student?**

**Would you like faculty costs to be covered in the per student price if a faculty member is participating in the program?**

**Would you like flight costs separately or included in the program cost? Or do you not require flight costs?**

**Would you like a PEPA staff member to escort your program the whole time? Or just at the beginning or end or both?**

**Would you like company visits included in your program? If yes, what type of companies & how many?**

**What type of cultural activities would you like included in your program?**

**Any other relevant information you think it is important we know in the development of this program?**