



Request for Approval of Short-Term and Long-Term Faculty-Led Study Abroad

This proposal form should be used only for short-term and long-term faculty-led study abroad programs. This form will help in maintaining consistency in Cultural Experiences Abroad throughout the university.

Faculty-led Program Proposal Guidelines

Thank you for your interest in leading a study abroad program and for your efforts towards greater internationalization of University of St. Francis. The International Programs Office (IPO) is currently accepting proposals for Winter/Spring 2018 and beyond. Submission deadline: 6/30/2017.

Introduction

Faculty members proposing new programs are required to meet with the IPO for guidance.

Faculty-led Study Abroad programs may be conducted in a variety of ways; please meet with the IPO to discuss what program will meet your unique needs. The dates for a program are at the discretion of the individual faculty member, but he/she will need to work with his/her respective department chair and dean for overall program approval and support.

Although the IPO will provide recruitment, marketing and advising support, *faculty leaders are ultimately responsible for recruiting the required minimum number of participants for their program managing all enrollment forms and financial management.* After selection and development of the program, if student enrollment is too low to cover the anticipated costs, or if safety, security or health concerns arise in relation to the program or its destination, the IPO reserves the right to cancel the program.

Also, all students participating in faculty-led programs will be *required* to attend an IPO-sponsored pre-departure orientation.

All faculty-led study abroad program proposals must be submitted, using this form, by the appropriate deadline. Proposals are usually prepared by one or more faculty members with assistance from their Department Chair and the International Programs Office. Following the submission deadline, the International Programs Office, Provost, and Deans will review the proposals and determine which programs will be offered based on their feasibility.

The major criteria applied in evaluating proposals for new programs are:

- department rationale
- program continuity/sustainability
- health and safety
- impact on existing programs
- cultural/second-language enrichment

Faculty Proposal Deadlines for 2017-2018:

Short-Term Faculty-Led Programs for May 2018: **July 31, 2017*****.

***We will accept applications until **October 23, 2017** so they can be promoted during International Education Week (Early November), but we cannot guarantee that program applications submitted after the July 31 deadline will be promoted during freshman and transfer orientations.

Long-Term (semester) Faculty-Led Programs for Fall 2018: **December 18, 2017.**



FACULTY-LED STUDY ABROAD PROGRAM PROPOSAL FORM

I. GENERAL INFORMATION

Program Title:

Please circle one: New Program or Continuing Program

Program Location(s):

Program Term(s) Fall, Spring, or Summer:

Proposed Course Number _____

Name/Title of Faculty Director:

Department:

Work Phone:

Cell Phone:

Email:

Other University of St. Francis faculty associated with the program:

Name/Title:

Department:

Phone:

Cell Phone:

Email:

Name/Title:

Department:

Phone:

Cell Phone:

Email:

Overseas Course Component (span from start to finish and total number of days):

_____ to _____ Number of Days: _____

Will your program include on-campus course meetings/assignments? Yes No

If yes, list assignments and frequency/duration of meetings):

Program Dates (start and finish of all on-campus and off-campus student-related commitments)

_____ to _____

Do you want this course to be considered for the Experiential Term (May term)?*

Yes/No

**If you wish to list this as an experiential term course, please be aware that additional paperwork and approvals will be necessary.*



II. PROGRAM/COURSE INFORMATION

Rationale: Explain the department's rationale for proposing the program and how it will address departmental goals for the major and/or minor.

Program Continuity/Sustainability: Describe the plan for continuity/sustainability of the program including whether the department plans to offer it annually or biannually, plans for faculty director rotations, departmental involvement/marketing support, etc. The program selection criteria gives preference to programs with a clear plan for continuity and sustainability.

Health and Safety: Review the CDC Traveler's Health website [<http://www.cdc.gov/travel>] and the State Department's Travel website [<http://www.travel.state.gov/travel>]. Describe any known health and/or safety risks particular to the cities/countries where you will be traveling, how you will inform participants of these risks, and how these risks will be minimized. Identify and describe the health and medical facilities that will be available on-site.

Impact on Existing Programs: Does the program carve out its own niche here at USF or will it compete with existing programs? *Note: Please attach a copy of course syllabi to this proposal.*

Advancing global competency skills: Describe relevant cross-cultural learning opportunities students will engage in as part of this program. Preference will be given to proposals that articulate opportunities for students to improve global competency skills such as cross-cultural critical thinking, flexibility and openness, and second-language proficiency.



III. ON-SITE INFORMATION (Please note that if you are still in the planning stages of your program and do not have answers to all these questions, your program will still be considered for approval, but all of these aspects will be considered before any final decisions are made and students are allowed to sign up for the trip)

Facilities: Describe the classroom facilities that will be used in-country and how these will be coordinated.

Transportation: Describe the modes of transportation that will be used in-country and how these will be coordinated.

Accommodations: Describe the student and faculty accommodations.

Meals: Describe the student and faculty plan for meals.

Excursions: Describe all program-sponsored activities.

Cooperating Entities: List all institutions, organizations, and companies with whom you will be working; include a description of the services or assistance that will be provided.

<p>Name (1): Contact Person: Phone: Email Description of services:</p>	<p>Name (2): Contact Person: Phone: Email Description of services:</p>
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IV. CHECKLIST OF PROPOSAL COMPONENTS

Everything below must be completed before it can be submitted for final signatures and approval.

- Tentative or final Travel/Cultural program itinerary is provided and attached to this proposal.
Tentative program price (for students) has been established and is attached to this proposal.
Estimated expenses for program and faculty have been received.
Syllabus is complete and has been approved by _____ for the number of credit hours requested.
Coursework and Assessments are included.

IV. FACULTY DIRECTOR AGREEMENT & SIGNATURES

I have read, understand, and agree to the expectations and responsibilities outlined in the Faculty Program Development agreement.

Faculty Director's Signature

Date

Other Faculty Leader's Signature (if more than one)

Date

Other Faculty Leader's Signature (if more than one)

Date

V. APPROVALS/SUPPORTING SIGNATURES

Study Abroad proposals will not be approved until all signatures below have been obtained.

- 1. Department Chair Signature

Date



2. Janine Hicks, Director of Accreditation and Compliance
Signature

Date

3. College Dean
Signature

Date

4. Angie Maffeo, Director, International Programs Office
Signature

Date

5. Registrar's Office (to list the course in the portal)
Signature

Date
