



## A-State Faculty-Led Study Abroad

### Program Proposal Packet

#### **Proposal Guidelines**

- All Faculty-Led Study Abroad programs are administered by the A-State Study Abroad Office (SAO) in partnership with A-State academic departments. Any faculty member who seeks to lead a program overseas must submit a proposal, be approved by the SAO, and adhere to the policies and procedures outlined in the Faculty-Led Study Abroad Office Procedures, Policies, and Guidelines, the Safety and Emergency Guideline, and the Budget and Expense Guidelines documents.
- Please consult the Faculty and Staff Resources page prior to completing the proposal packet. For additional assistance, please contact the Director of Study Abroad at 870-972-3734.
- First-time and experienced Faculty Leaders are required to contact the SAO for a mandatory proposal consultation with the Director prior to submission to prevent any delay in the approval process.

#### **Application Instructions**

**The proposal deadline for Faculty-Led Study Abroad programs planning to run in 2019 is May 1, 2018.** Proposals must be approved by the department chair and submitted to the college dean for review and approval **at least two weeks prior** to the May 1 submission deadline.

A complete Study Abroad program proposal must include the following:

- ✓ A-State Faculty-Led Study Abroad Program Proposal Application.
- ✓ Course syllabi for all courses being taught during the Study Abroad program that includes a tentative program schedule with anticipated topics, assignments, learning activities, and learning outcomes for the course prior to, during, and after the Study Abroad program.
- ✓ Programs with courses that will enroll both undergraduate and graduate students must include either a single syllabi that documents increased expectations for graduate students or two syllabi, including one for graduate students that clearly indicates the increased expectations for graduate students.
- ✓ Program Contact Hours Calculation Sheet.
- ✓ Signatures of the Faculty Leader, alternate Faculty Leader (if applicable), Faculty Leader/Faculty Assistant, department chair, and college dean.
- ✓ Submit the completed proposal and attachments via email to [studyabroad@astate.edu](mailto:studyabroad@astate.edu) and provide a paper copy that includes the required signatures.

Program Name:						
Countries:						
Departure:				Return:		
Term Abroad:				Total Days:		

## **Faculty Information**

<b>*</b>	<b>Last Name</b>	<b>First Name</b>
Primary Faculty-Leader:		
Secondary Faculty Leader:		
Faculty Assistant:		

Will any of the above-listed faculty be absent from campus (sabbatical, extended leave, etc.) in the year preceding the proposed program term? \_\_\_\_\_

\*Faculty who will be absent for any part of the academic year prior to the proposed program may not be eligible to apply. Please contact the SAO for more information.

The SAO requires that you identify an alternate faculty member to lead the group in the event that you cannot perform the duties of the Faculty Leader (unless there is a second Faculty Leader or Faculty Assistant already designated who is qualified to teach the course and to supervise students).

### **Alternate Faculty Leader Information:**

<b>First Name</b>	<b>First Name</b>	<b>A-State Email</b>	<b>Tel.#</b>	<b>Academic Department</b>

### **Primary Faculty Leader**

<b>Faculty Leader:</b>	Last Name:	First Name:
Email:	A-State:	Other:
Phone:	Office:	Cell:
College:	College:	Department:
Office Location:	Building /Room Number:	
Emergency Contact (optional):	Name/Relationship:	Phone:

Describe your international travel and teaching experience with student groups.

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Describe your qualifications to lead this program, including expertise in your field and/or the host location/region. If you have no experience in the location, please indicate how you will acquire the relevant information to succeed both academically and logistically for this program. If the primary language spoken there is not English, please provide information regarding your level of fluency in the primary language of that country, and/or anticipated needs for an interpreter/translator.

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Please provide detailed and specific rationale explaining the need for a secondary Faculty Leader (e.g. teaching discrete courses, unique duties/roles, anticipated enrollment numbers, program logistics, co-teaching, training, etc.).

Please provide detailed and specific rationale explaining the need for a Faculty Assistant (e.g. unique duties/role, anticipated enrollment numbers, program logistics, training, etc.).

**Secondary Faculty Leader (Skip if not applicable)**

Secondary Leader:	Last Name:	First Name:
Email:	A-State Email:	Other:
Phone:	Office:	Cell:
College:	College:	Department:
Office Location	Building /Room Number:	
Emergency Contact (optional):	Name/Relationship:	Phone:

Describe your international travel and teaching experience with student groups.

Describe your travel experience in the proposed program location including expertise in your field. If you have no experience in the location, please indicate how you will acquire the relevant information to succeed both academically and logistically for this program. If the primary language spoken there is not English, please provide information regarding your level of fluency in the primary language of that country, and/or anticipated needs for an interpreter/translator.

**Faculty Assistant (Skip if not applicable)**

<b>Faculty Assistant:</b>	Last Name:	First Name:
Email:	A-State:	Other:
Phone:	Office:	Cell:
College:	College:	Department:
Office Location:	Building/Room Number:	
Emergency Contact (optional):	Name/Relationship:	Phone:

If you do not have a secondary Faculty Leader or a Faculty Assistant, please explain who will assist in case of an emergency.

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All proposal applicants: if you have someone in-country who will be assisting with arrangements, please list their name, affiliation, and qualifications.

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**Course Information**

Term/Year program will be offered:		
Date for course (if different from travel):		
Program City:		

Cross-listing of courses within and/or across disciplines and offering both undergraduate and graduate-level credit options is recommended whenever possible to broaden the applicant pool.

Course (s). Please complete both Sections

U/G:	Course Name:	Course Prefix, Number and Section:	Credit Hours:	Formal Contact Hours:	Specific GPA requirement:	Instructor (s):

Total # of credits to be awarded for the Study Abroad program (minimum 45 contact hours for three (3) A-State class credits).

Course information: Prefix, Number and Section (check all that apply)	**Is the course required for the Study Abroad program?	Does the course satisfy a major requirement?	Does the course qualify for General Education credit?	Other notes

**\*\***If a student is required to take the course in order to participate in the Study Abroad experience, please indicate here.

Minimum number of required credits to participate in the Study Abroad program?	
Maximum number of credits?	

List course/program prerequisites

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Are you planning on enrolling students at a foreign host institution?

- Yes, please list institution name: \_\_\_\_\_
- No: \_\_\_\_\_
- Does the host institution have an agreement with A-State?      Yes      No

Are you planning to collaborate with a foreign host institution (no enrollment)?

- Yes, please list institution name: \_\_\_\_\_
- No: \_\_\_\_\_
- Does the host institution have an agreement with A-State?      Yes      No

## **Program Information**

Does the program require students to meet specific physical demands to participate? If yes, please explain.

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### **Anticipated Logistical Arrangements**

If applicable, please provide the names and webpages of all vendors that will coordinate in-country arrangements. All contracts with vendors must be signed and approved by the A-State Legal Team, not individual faculty or staff.

Hotel .....Apartment.....University Housing.....Host Families.....Hostel.....Others.....

### **Arrangements for meals**

Indicate what is covered by the cost of the program. Please be specific about how meals will be paid (e.g., per-diem paid to students, group meals paid by Faculty Leaders, students pay for some/all meals on their own, etc.).

Explain the applicability of the location to the course(s) and/or how the course(s) is/are enhanced by the in-country experience.

Describe the learning activities included in the course syllabi (cultural activities, classroom time, guest lectures, field trips/excursions, group learning activities, research, service-learning, community projects, volunteer time, and other academic activities prior to, during, and after the program) and how they will enhance the academic and cultural content of the course.

### **Program Marketing and Recruitment**

It is the responsibility of the Faculty Leaders to promote the program in collaboration with the SAO. The SAO will create a Study Abroad program webpage and produce materials for marketing purposes. Other marketing materials must be approved by the SAO and the A-State Office of Marketing and Communications. Supporting documentation may be submitted with the program proposal to demonstrate anticipated student interest/demand (e.g. # of relevant majors/minors at A-State, informal assessment of student interest in the topic/location, or other relevant information).

How do you plan to recruit participants for the Study Abroad program (please list at least three ideas for marketing which you plan to implement)?

Which majors, minors, and/or other student groups do you intend to target in terms of marketing for your program?

What challenges do you expect in recruiting for the Study Abroad program?

Provide a brief summary of the Study Abroad program (to be used for advertising materials and the program page) including the academic topic, location, excursions, academic visits, cultural activities, program highlights, etc.

## **Faculty Leader/Faculty Assistant Agreement**

This agreement serves to confirm that the primary Faculty Leader, secondary Faculty Leader or Faculty Assistant (if any), and designated Alternate Faculty Leader understand their responsibilities with regard to the policies, development, marketing, and administration of the Faculty-Led Study Abroad program sponsored by A-State University.

I understand and agree to the following:

1. It is expected that the primary Faculty Leader submitting a proposal is making a commitment to the Study Abroad program and will not withdraw from the position of Faculty Leader for the program except in an emergency. The primary Faculty Leader must identify an alternate primary faculty member to lead the group in the event that the primary Faculty Leader cannot perform the duties (unless there is a secondary Faculty Leader or Faculty Assistant already in place). In the event the primary Faculty Leader must withdraw from the program, the alternate Faculty Leader will be designated as primary Faculty Leader to take over the program.
2. If the program does not reach its minimum target enrollment (as determined by the program budget) by the posted application deadline, the program may be cancelled. If possible, the application deadline date will be extended. If the minimum enrollment is not met by the program's final application deadline, the SAO will review the program budget and determine whether it is financially feasible to run. If the program is cancelled due to low enrollment or any other reason, the Faculty Leader will not receive any monetary compensation.
3. The University reserves the right to discontinue the Study Abroad program at any time before or after departure, at its sole discretion. Reasons for discontinuation or cancellation of the program include but are not limited to insufficient enrollment and travel warnings and advisories from the U.S. Department of State. The SAO closely monitors the most recent safety information available from the U.S. Department of State and other sources, and will provide timely information if concerns arise.
4. The Faculty Leader/Faculty Assistant will be booked on a designated or round trip group flight. One Faculty Leader or Faculty/Assistant must travel on the designated or group round trip flight from the point of origin and be with the group for the duration of the Study Abroad program, including the flight back to the point of origin.
5. The Faculty Leader/Faculty Assistant agree to work in collaboration with the SAO to deliver the highest quality program. Because there are individual as well as shared responsibilities, Faculty Leaders, Faculty Assistant agree to communicate regularly with the SAO staff members.
6. In the event of a local, regional, or global crisis, Faculty Leaders should maintain contact with the local U.S. Embassy or Consulate for updated security information. If a crisis should occur, the Faculty Leader/Faculty Assistant must review precautions with participants so they can be better informed of potential safety issues. In an emergency situation, the Faculty Leader/Faculty Assistant must contact the SAO as soon as possible to confirm the location and well-being of students and to discuss appropriate actions as needed.

I acknowledge that I have read, understand, and agree to the expectations and responsibilities of an A-

State Study Abroad Program Faculty Leader/Faculty Assistant as outlined in the Faculty Lead Program resources listed below:

- Faculty-Led Study Abroad Guide
- Faculty-Led Budget and Expense Guidelines
- Faculty-Led Safety, Emergency, and Disciplinary Guidelines

Primary Faculty Leader Name:

Signature:

Date:

Secondary Faculty Leader Name:

Signature:

Date:

Alternative Faculty Leader Name:

Signature:

Date:

Faculty Assistant Name (If any):

Signature:

Date:



## **FACULTY-LED PROGRAM APPROVAL**

Academic departments and colleges are responsible for reviewing and endorsing all academic components of the proposed Study Abroad program including: course subject matter; instructional delivery methods; syllabi; and contact hour requirements prior to submission to the Study Abroad Office (SAO) (see below). Please refer to the Department Chair/College Dean Proposal Review Guidelines for more information.

A program approval form is included for your consideration. Proposals must be approved by the department chair and submitted to the college dean for review by the primary Faculty Leader **at least two weeks prior** to the May 1 submission deadline.

<b>FOR THE FACULTY LEADER</b>	
<b>My signature below indicates that I agree to abide by university policies, regulations, and procedures of the Office of Study Abroad (refer to the online <a href="#">A-State Faculty-Led Study Guidelines</a>, Safety and Emergency Guidelines, and Budget and Expense Guidelines).</b>	
Name of Faculty Leader:	Please print
Signature of Faculty Leader:	
Date:	
<b>FOR THE DEPARTMENT CHAIR AND COLLEGE DEAN</b>	
<b>My signature below indicates that I have reviewed and approve the proposed Study Abroad program, and certify that the associated academic courses have appropriate goals, objectives, and academic content and are offered at the appropriate academic level. In addition, the Faculty Leader/Faculty Assistant is qualified to teach the content and supervise students while traveling abroad.</b>	
Name of Sponsoring Department Chair:	Please print
Signature of Sponsoring Department chair:	
Date:	
Name of the Sponsoring College Dean:	Please print
Signature of Sponsoring College Dean:	
Date:	
<b>FOR GRADUATE COURSES</b>	
<b>My signature below indicates that I certify that the graduate course content is sufficiently rigorous, and if dually-listed, there is sufficient distinction between requirements for undergraduate and graduate students.</b>	
Signature of the Dean:	
Date:	
<b>FOR THE DIRECTOR OF STUDY ABROAD</b>	
Signature:	
Date:	
<b>FOR THE EXECUTIVE DIRECTOR OF GLOBAL INITIATIVES</b>	
Signature:	
Date:	

**Frequently Asked Questions**

**When will I know the outcome of my application?**

Faculty members will be notified within one month of the submission deadline regarding the outcome of approval or denial for their proposal.

**Can more than one department collaborate on a Faculty-Led program?**

Yes. Interdisciplinary programs are encouraged to increase the learning outcomes for students and for marketability of the program. If multiple departments are included, each department chair and corresponding college dean must sign-off with approval on the proposal.

**Can more than one proposal be submitted by faculty members within the same academic department?**

Yes, although competition between programs and an assessment of student demand will be taken into account when selecting programs for each cycle. Department chairs and/or college deans are encouraged to consult with the SAO in advance of the deadline if multiple proposals are being submitted, or to discuss departmental or college strategies for Faculty-Led programming.

**Can I make changes to my program after the proposal is submitted?**

If your program is approved, the SAO will work with you to develop your program to assist with changes that may be needed. Any changes to the academic content, course offerings, number of contact hours/credits, and/or the Faculty Leader/Faculty Assistant must be made in consultation with the academic department and college. Other changes may include, but are not limited to, program dates, program length, housing, and cultural activities.

**If I am proposing a program that was previously approved, do I need to complete this form?**

Yes. Revisions might have been made to the proposal packet for this cycle.

**Do I need to submit a syllabus for the course I plan to teach abroad?**

Yes. The syllabus should include a timeline or tentative program schedule, learning and cultural activities, and learning outcomes. If there are multiple courses being offered, a syllabus should be provided for each course. A sample course syllabus is available for your reference.

**What is the purpose of the Program Contact Hours Calculation Sheet?**

Faculty-Led Study Abroad courses must meet a minimum 45 contact hours per three (3) credits. The Program Contact Hours Calculation Sheet serves as documentation of the contact hours involved. Contact hours may include classroom time, lectures, field trips/excursions, group learning activities, program specific orientation meetings, research, service-learning, community projects, volunteer time, homework/assignments, other academic activities, and cultural activities conducted prior to, during, and/or after the in-country program dates.

**Who reviews my program proposal?**

All proposals are reviewed by the SAO. Please review the Faculty-Led Program Proposal Review Considerations for information on how proposals are reviewed and selected.

**Are examples of previous proposals and program models available?**

A sample course syllabus and a program itinerary are available to assist you in the proposal process. Reviewing these documents prior to submitting your proposal may address some basic questions and provide examples of successful past proposals.