

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 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 Study Abroad Office, 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 Study Abroad Office at 870-972-3734.
- Proposal forms are to be submitted each year the program is offered.

Application Instructions

The proposal deadline for Faculty-Led Study Abroad programs planning to run in 2021 is September 30, 2020. Proposals must be approved by the department chair and submitted to the college dean for review and approval before submission to the Study Abroad Office.

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.
- ✓ 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 or provide a paper copy that includes the required signatures to our office, located on the 3rd Floor of the International Programs Building.

General Information

Program Name:			
Countries:			
Departure:		Return:	
Term(s) Abroad		Total Days:	

Faculty Information

Primary Faculty Leader:	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:

The Study Abroad Office 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:

First Name	Last Name	A-State Email	Signature	Academic Department

Secondary Faculty/Faculty Assistant Information

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

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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:
Signature of Faculty Leader		Date:
Emergency Contact (optional):	Name/Relationship:	Phone:

Faculty Assistant (Skip if not applicable)

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

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/#/ & Section:	Credit Hrs:	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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Program Information

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

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. If you do not know this at this point, please leave blank. Examples are hotels, apartments, university housing, host families, hostels, etc.

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.).

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

Do you plan to recruit individuals to your program that are currently not enrolled at A-State?

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 Arkansas State University. I understand and agree to the following:

- 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.
- 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 Study Abroad Office 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.
- 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 Study Abroad Office 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.
- 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.
- The Faculty Leader/Faculty Assistant agree to work in collaboration with the Study Abroad Office 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 Study Abroad Office staff members.
- 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 Study Abroad as soon as possible to confirm the location and well-being of students and to discuss appropriate actions as needed.

I acknowledge by signing below 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 above and listed below:

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

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 (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 before submission to the Study Abroad Office.

FOR THE FACULTY LEADER	
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-State Faculty-Led Study Guidelines, Safety and Emergency Guidelines, and Budget and Expense Guidelines).	
Name of Faculty Leader:	Please print
Signature of Faculty Leader:	
Date:	
FOR THE DEPARTMENT CHAIR AND COLLEGE DEAN	
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.	
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:	
FOR GRADUATE COURSES	
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.	
Signature of the Dean:	
Date:	
FOR THE DIRECTOR OF STUDY ABROAD	
Signature:	
Date:	