

## Continuing Faculty-led Program Proposal

If your Faculty-led Program (FLP) has run within the last three years and does not have significant academic or on-site changes, this is the correct form to complete. If your program ran more than three years ago or has significant changes, complete the “New Faculty-Led Program Proposal” form. Each proposal is reviewed by the Office of Global Engagement and the Global Advisory and Curriculum Committee (GACC). GACC strives to offer a diverse portfolio of programs each year.

### Proposal Checklist

1. Proposal Form (below)
2. Itinerary
3. Budget
4. Proposal from study abroad travel provider (if any)

Deadline: January 15 of the prior academic year

### Section 1: Program Summary

Program title:

Academic term:      J-term                  Spring                  Summer

Anticipated dates (including travel days):

Program locations (cities and countries)

Primary Faculty Leader

Secondary Faculty Leader

I have not been working with another faculty member for this program and give authority to GACC to assign an appropriate secondary faculty/staff leader.

A one sentence description of the program for promotional purposes:

Are you open to a faculty shadow on your program?

### Section 2: Course Information

Course number/Title

Number of credits

What EUIC requirements, if any is this course designed to meet?

Note: all international programs automatically fulfill the Intercultural Global Engagement tag and Experiential Learning requirement.

If this course is expected to fulfill a particular Area of Knowledge, also list its objectives here

List any course pre-requisites

Language of instruction/language proficiency required

### **Section 3: Program Logistics**

Will you have required course meeting times in the U.S. before or after the program? If so, please list the information below (this does not include Global Engagement's pre-departure orientation)

Does the destination country require a visa for U.S. citizens?

Indicate plans for student housing:      Hotel      Hostel      Homestay      Residence Hall  
   Other      Unsure

If the program involves a homestay experience, describe:

- The length of the homestay
- The organization and/or individuals responsible for arranging the homestay
- The standards used to determine appropriate host families

Indicate plans for transportation after arrival (how will students get to and from sites?, if visiting multiple cities, how will the group travel?)

Describe unique safety or security risks associated with this program. Explain how the risks will be addressed in the pre-program training. Explain how the risks will be monitored during the program.

## **Section 4: Leader Qualifications**

Primary Faculty Leader

Title

Email

Department

Have you discussed this course with the chair of the department in which this course is being offered?

Note: Faculty should work with their department chair to discuss how the course will count towards load.

Secondary Faculty Leader

Title

Email

Department

Have you discussed this course with the chair of the department in which this course is being offered?

Note: Faculty should work with their department chair to discuss how the course will count towards load.

## **Section 5: Partners**

List all program providers, universities, or organizations you will partner with to develop the program and arrange on-site logistics.

## **Section 6: Target Audience and Promotion**

Identify your target audience majors and minors and the total number of students in that pool.

Is program enrollment limited to students in the above identified majors and minors?

Student maximum (if any)

Note: We recommend a ratio of leaders to participants of approximately 1:8. In order to maintain a reasonable ratio, Global Engagement/GACC reserves the right to assign additional faculty or staff to accompany the faculty in leading the course abroad as appropriate. Participant eligibility requirements in excess of GE requirements (i.e. major, academic standing, minimum GPA, faculty permission, etc.)

Program Highlights for Web

Provide 4-7 bullet-points conveying the most exciting and interesting aspects of your program. This section should elicit why this course is best taught abroad and highlight aspects of your program such as academic activities, interesting location features, excursions etc.

### Program Overview for Web

In 600–800 words, provide a few enticing paragraphs describing your program. Include details about travel, location, sites, interesting excursions and attractions, course content etc. This is not your syllabus, but rather your chance to inspire and capture student interest!

### **Additional Materials**

#### **Budget**

Submit an updated budget with expected expenses using the provided template. The budgeting process will be ongoing and GACC does not expect a budget to be finalized at this time. All faculty-led programs are self-supporting, which means all related expenses should be managed through student fees and/or external funds. At the same time, making sure that programs are affordable for students is also important. Faculty expenses should be included in the budget and are part of the program fee. Faculty salary should not be factored in.

#### **Itinerary**

Provide a daily itinerary that includes all group travel, activities, lectures, site visits, group discussions and cultural activities that are required parts of the course.