



Office of International Studies and Programs

Proposal Instructions for Faculty-led Study Abroad Programs

Successful study abroad programs require careful planning. That planning begins far in advance of the actual operation of the program. As well, sufficient lead time is a crucial factor in the recruitment of participants and pre-departure orientation. Therefore, the Committee on International Programs requests proposals for faculty-led study abroad programs **by 1 October for summer programs** or **by 15 March for winter programs**.

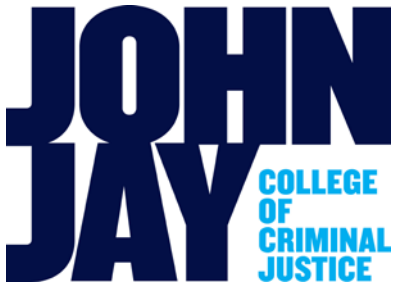
The Office of International Studies & Programs is glad to answer any questions you may have about the proposal process and to assist you in developing and drafting a proposal. Please review the attached guidelines for program proposals.

A study abroad program proposal must include the following:

- A. Proposal Coversheet, which includes
- B. Completed Faculty-Led Proposal Form (see attached fillable PDF)
- C. Completed Proposed Budget Form (see attached fillable budget form)

The proposal should first be submitted to the proposer's department chair and, where appropriate, the program coordinator. The Committee on International Programs will review submitted proposals and will invite the faculty member to a Committee meeting to discuss it. Revisions to the proposal may grow out of this process. On completion of the review, the Committee will forward proposals to the Associate Provost for Strategic Initiatives/Dean of Graduate Studies who will forward them to the Provost for final approval.

The Office of International Studies & Programs will be glad to assist you with any questions you might have about a proposal.



Office of International Studies and Programs

Study Abroad Proposal Coversheet

Date: _____

Program Title: _____

Location: _____

Term: _____

Chair Signatures

1) Name of Department Chair: _____
Department: _____

Chair signature:

2) Name of Department Chair: _____
Department: _____

Chair signature:

Faculty-led Study Abroad Proposal Form

TITLE OF THE PROGRAM:

Program Location/s (city/country): _____

Additional countries to be visited: _____

FACULTY DIRECTOR(S) INFORMATION

a) Faculty director's name _____ Department _____

Telephone Number _____ E-mail _____

Are you tenured? Yes No If tenured track, when is tenure expected? ____/____(month/year)

b) Co-director's name (if applicable) _____ Department _____

Telephone Number _____ E-mail _____

Are you tenured? Yes No If tenured track, when is tenure expected? ____/____(month/year)

BASIC COURSE INFORMATION

COURSE 1: JJC Course Name: _____ JJC Course Number: _____

Program Location/s (city/country): _____

Sponsoring Department: _____

Level of this course ___100 ___200 ___300 ___400 ___Graduate

Worth how many JJC credits? _____

Has this course been formally approved by UCASC? Yes No (pending)

Or is it experimental? Yes

If graduate course, has it been approved by the appropriate graduate department? Yes No (pending)

COURSE DESCRIPTION (limit 500 words)

Please copy and paste from your syllabus here. Then, attach your syllabus to this form.

COURSE LEARNING OBJECTIVES

After completing the course, what should students be able to do—particularly in light of the proposed location. Feel free to copy and paste from your syllabus BUT THE IDEAL entries will be bulleted entries (beginning with action verbs) highlighting how students will move from knowledge to evaluation during the course (i.e. as per Bloom’s taxonomy).

For example: student will: analyze.....explain.....recognize..., etc.

COURSE MATERIALS (Please use the citation style of your choice and ISBN#)

What textbooks will be required for this course? If materials will be posted to Blackboard: 1) why are they preferred; and 2) how will students have access to those materials while abroad?

COURSE PREREQUISITES

Minimum Standing: Freshman Sophomore Junior Senior Graduate

Minimum GPA _____

Additional course prerequisites: *Please list specific abbreviation, number and name (e.g. ABC 123 Intro to Peace and Love, not Peace & Love)*

COURSE 2: JJC Course Name: _____ JJC Course Number: _____

Program Location/s (city/country): _____

Sponsoring Department: _____

Level of this course ___100 ___200 ___300 ___400 ___Graduate

Worth how many JJC credits? _____

Has this course been formally approved by UCASC? Yes No (pending)

Or is it experimental? Yes

If graduate course, has it been approved by the appropriate graduate department? Yes No (pending)

COURSE DESCRIPTION (limit 500 words)

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COURSE PREREQUISITES

Minimum Standing: Freshman Sophomore Junior Senior Graduate

Minimum GPA _____

Additional course prerequisites: *Please list specific abbreviation, number and name (e.g. ABC 123 Intro to Peace and Love, not Peace & Love)*

COURSE 3: JJC Course Name: _____ JJC Course Number: _____

Program Location/s (city/country): _____

Sponsoring Department: _____

Level of this course ___100 ___200 ___300 ___400 ___Graduate

Worth how many JJC credits? _____

Has this course been formally approved by UCASC? Yes No (pending)

Or is it experimental? Yes

If graduate course, has it been approved by the appropriate graduate department? Yes No (pending)

COURSE DESCRIPTION (limit 500 words)

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COURSE PREREQUISITES

Minimum Standing: Freshman Sophomore Junior Senior Graduate

Minimum GPA _____

Additional course prerequisites: *Please list specific abbreviation, number and name (e.g. ABC 123 Intro to Peace and Love, not Peace & Love)*

IDEAL NUMBER OF STUDENTS:

Please note that a minimum of 12 students is required to run a program with one faculty leader.

IDEAL PARTICIPANTS

Please describe your ideal participant. You can list GPA, class standing, course background, etc.

PROPOSED SESSION

Winter 20 ___ from _____(month/day/year) to _____(month/day/year) must be 3 weeks

Summer 20 ___ from _____(month/day/year) to _____(month/day/year) must be 4 weeks

RATIONALE for the OVERSEAS LOCATION (limit 500 words)

Please explain why this particular location is key to meeting the learning objectives for this course.

PROGRAM GOALS (limit 300 words)

What three concepts would you like students to remember about this program a year after they have returned?

SPECIAL PROGRAM REQUIREMENTS

Please indicate any special skills, language abilities, equipment etc. required for the program; e.g. all students must bring a laptop computer.

SUGGESTED PROGRAM REQUIREMENTS

Please list anything you think might be helpful to a student participating in this program.

PROPOSED SCHEDULE

Please describe the proposed weekly schedule. For example: Class will be held from 9 am – 11 am followed by an after field trip from 2 pm – 4 pm. You may also attach a separate sheet with the schedule.

PLEASE LIST GUEST SPEAKERS AND HOW ARE THEY RELEVANT TO THE PROGRAM?

PLEASE LIST FIELD TRIPS AND HOW ARE THEY RELEVANT TO THE PROGRAM?

ATTENDANCE POLICY

Since the course(s) is _____ weeks in duration, the attendance policy will be as follows:

How will you determine that students have successfully met the learning objectives for this course(s)? Please check all that apply.

- | | |
|---|--|
| <input type="checkbox"/> Multiple choice exams | <input type="checkbox"/> Oral exams |
| <input type="checkbox"/> Short answer exams | <input type="checkbox"/> Student portfolios |
| <input type="checkbox"/> Essay exams | <input type="checkbox"/> Student presentations |
| <input type="checkbox"/> Other (please explain) | <input type="checkbox"/> Research paper (please indicate number of pages)_____ |

HOST AFFILIATION (if applicable)

Host Institution Name: _____

Name _____ Title _____

Department _____

Telephone Number _____ Fax: _____

Website: _____

Classroom/academic facilities (e.g. library, computers, etc)

Please describe where the teaching will take place and what facilities participants will have access to

HOUSING FACILITIES AND MEALS

Please indicate the type of housing:

- | | |
|---|--|
| <input type="checkbox"/> Homestays | <input type="checkbox"/> Residence Hall/ Dormitory |
| <input type="checkbox"/> Hotels/Guest House | <input type="checkbox"/> Local Apartments |

Additional Housing Information:

Will all/some meals be provided? YES NO

Please explain:

Give a brief description of pre-departure preparation/orientation:

Give a brief description of any follow-up activities building on the experience upon return:

Please list any other information you would like to share about the program:

PLEASE ATTACH THE FOLOWING TO THIS APPLICATION:

- 1. Preliminary syllabus (with page numbers) and general teaching times**
- 2. Proposed budget. (See attached budget form)**
- 3. Proposed schedule, if not included above**

Thank you!