

**Office of International Affairs**

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| **2015-2016 Faculty-Led Abroad Program Proposal Guidelines** |

Thank you for your interest in leading a summer or short-term study abroad program and for your efforts towards greater internationalization of NCA&T. All faculty-led, credit-bearing programs involving NC A&T students abroad must be approved by the Office of International Affairs (OIA).

**Deadline Programs with travel taking place:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Wednesday, July 1, 2015 Spring Break 2016, Short-Term 2016 & Summer 2016

Before submitting a proposal, please review the guidelines below. Faculty members proposing programs are invited to meet with OIA for guidance. A complete Faculty-led Study Abroad Program Proposal consists of the seven parts described below. Use the parenthetical questions and comments to guide you as you prepare the proposal as they reflect the criteria used by the Office of International Affairs to review proposals.

1. **Faculty-led Study Abroad Program Cover Form**

Proposals will not be considered unless the Cover form is complete and includes all required signatures.

1. **Faculty-led Study Abroad Program Budget Form**

Is the budget realistic and feasible, given the time allotted and the expected expenditures? Is the program likely to attract enough students to support the budget and justify your academic area’s support for the class(es).

**C**. **Clear, detailed and realistic daily itinerary**

Include excursions and site visits. Differentiate program time from “free time”. Mark as “Draft Itinerary as of \_\_\_\_ (e.g. March 2016 or September 2016)

**D) Syllabi of course(s) to be offered on site (Be sure to outline learning outcomes and sources for achieving those outcomes on the syllabus.)**

**E. Program Design Statement which addresses the following:**

* Program and course objectives, including rationale for chosen location
* Degree of immersion in culture and language on site
* Plans for program promotion
* Plans for pre-departure and in-country preparation of students
* Description of housing arrangements for participants and leaders (it is recommended that faculty leaders be housed with or nearby participants. If housed at a distant location, justify.)
* Summary of faculty expertise and experience that is relevant to the program (e.g. what is the faculty member’s teaching and/or research area of expertise? Does the faculty leader(s) have any previous experience in location/cultures to which she/he intends to go? Does the faculty leader(s) have any previous experience in planning/leading study abroad programs? If so, what is his/her success rate in terms of recruiting, program excellence, in-country support and student evaluations (if available)?
* Clarify the role all NCA&T faculty/staff going with the program, especially but not only, those included in the program budget. Who is the program leader (ultimate responsible party, and typically there for the duration of the program)? Who will be the instructor of record for any NCA&T-taught course? If other NCA&T faculty/staff are associated with your program abroad, what is their role?
* Please avoid program dates which conflict with NCA&T’s class schedule. If your program dates would require participants to miss class at NCA&T for missing class, how will you minimize the impact of these absences? Include in your response how many days will be missed, what, if any, provisions have been made to compensate for the absences, and why travel on these dates was chosen.

**F) Preliminary Safety Assessment: Please review instructions within packet.**

**G) Letter of Support from the department chair. If faculty-led program leader is currently as department chair, she/he should submit a letter of support from the dean.**

If the department plans to financially support the faculty leader(s) and/or students, the letter should outline what expenses will be covered by the department or an estimate of the scholarship amount that will be provided to the students.

In reviewing study abroad proposals, the Office of International Affairs may consider additional criteria. For example, is it attractive enough and of sufficiently broad interest? Is it in direct competition with another program offered during the same time period, and if so, can both programs recruit enough students? Again thank you for your interest in leading a study abroad program!

*Courtesy of the Office of Education Abroad, UNC-Wilmington*



**Office of International Affairs**

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| **2015-2016 Faculty-led Study Abroad Program Proposal Cover Form** |

**A complete application packet consists of the following:**

A) Faculty-led Study Abroad Program Proposal Form (This Document)

B) Faculty-led Study Abroad Program Budget

C) Clear, realistic and detailed daily itinerary

D) Syllabi of course(s) to be offered on site

E) Program Design Statement

F) Preliminary Safety Assessment

G) Letter of Support from department chair (or Dean)

**Deadline Programs with travel taking place:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Wednesday, July 1, 2015 Spring Break 2016, Short-Term 2016 & Summer 2016

Program Name:

Primary Program Leader:

Additional Program Leader (any NCA&T faculty accompanying program:

Location Abroad: Host Institution/University (If any):

Term of Enrollment: Dates of Program:

(beginning date) (ending date)

All programs must minimally obtain enrollment to support the program budget.

Enrollment Estimate (be conservative for planning and budget purposes): Enrollment Cap:



**Academic Offerings**

Programs may offer A) NCA&T instructions (with corresponding NCA&T registration and tuition), B) courses offered by a host institution for transfer credit (with no NCA&T tuition/registration, or C) a combination of the two. Program leaders may choose whether or not to require participants to take all courses associated with the program, but minimally participants must remain enrolled in *at least one course* in order to participate on the program.

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| **Course Sponsor**  **(NCA&T or**  **host school** | **Course**  **Prefix &**  **Number** | **Course Title** | **Credit**  **Hours** | **Instructor** |
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**Office of International Affairs**

**Preliminary Safety Assessment Instructions**

The following is a list of the points that need to be addressed in the Preliminary Safety Assessment that will be submitted with a new program proposal. If the proposal is approved, faculty directors will be asked to submit a more [comprehensive assessment](http://studyabroad.ncsu.edu/comprehensive-safety-assessment/) prior to departure.

**Program Location(s) and Housing**

Please include details for any safety issues relevant to the proposed study location and living arrangements. The faculty director should confirm that she/he will be housed in the same city as the students for the duration of the program, ideally in close vicinity or within easy traveling distance to the group.

**Transportation**Please list the intended mode of transportation during program travel. In the initial program planning it is important to remember the following policies:

* Faculty Director Driving Policy: It is a policy of NC A&T that faculty directors are not allowed to drive students as part of any program activity.
* Overnight travel (defined as travel that occurs over the night and into the next day) will not be permitted on NC A&T programs unless faculty directors clearly document and justify the need and receive prior permission from the Study Abroad Office in writing.

**Medical Facilities**Please provide information about medical facilities in the area.

**Faculty Director Contact Information and Backup**The Faculty Director will need to be reachable at all times, either by cell phone or by providing a list of the telephone numbers where you can be reached. Please note the intended form of communication.

Please note: If the program proposal is approved, faculty directors will need to detail in the Comprehensive Safety Assessment who will serve as back-up in case the faculty director is unavailable, or in case a student gets sick and a staff member needs to stay with the group while the other staff member stays with the student. This can be a second faculty director or an on-site vendor who will be contracted by the program.

**Registration with and Location of U.S. Embassy**The Office of International Programs requires that all programs [register their students in the U.S. Smart Traveler Enrollment Program (STEP)](http://travel.state.gov/content/passports/english/go/step.html). Please confirm in the safety assessment that this will be completed prior to departure.  Also, provide US Embassy or Consulate contact information in the safety assessment.

**Pre-departure Information**Faculty Directors are required by the Office of International Programs to hold at least one orientation session before departure, however, we recommend to hold a few so that students have thorough details and appropriate preparation prior to their departure. If only preliminary, please note the information will you provide to your students in advance of the program.

**U.S. State Department Country Specific Information**The [U.S. Department of State’s Consular Information Program](http://travel.state.gov/content/passports/english/country.html) provides detailed country specific safety and security information. Review the information available on the proposed program’s destination and address any concerns in the safety assessment.

**Additional Concerns**Please address any additional concerns that might be raised by students, parents, or University Officials.

*Courtesy of the Study Abroad Office at North Carolina State University.*