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**2009-2010 (Academic Year)**  
**Faculty-Led Study Abroad Application & Program Proposal Application Checklist**  
**DEADLINE: MONDAY, November 2, 2009**

**APPLICATION INSTRUCTIONS:** Please complete this faculty-led program application packet and include all the required documents listed below.

- (1) **Submit the faculty-led program application packet to the Office of International Programs (OIP) located at COAS room 125**
- (2) **E-mail a copy to [intlcenter@utpa.edu](mailto:intlcenter@utpa.edu) on the same day the application packet is delivered**

**Required documents (checklist):**

**Faculty Application Form**

Please fill out this form on Page 2. This form must be signed by your dean and department chair before submitting to the OIP

**Faculty-led Program Proposal Outline**

Program proposal outline consists of the following sections (please refer to pages 4 & 5 for a detailed outline):

1. Faculty-led program description
2. Faculty-led program goals and objectives
3. Your qualification as a faculty-led study abroad program professor
4. Rational for the faculty-led study abroad program
5. Health, safety and security
6. Recruitment plan
7. Course description
8. Course syllabus and a tentative daily teaching itinerary
9. REPEAT PROGRAMS ONLY
10. Course evaluation plan
11. Proposed program budget

**Study Abroad Faculty-Led Program Financial Guidelines and Agreement**

Please refer to page 6 –page 7 for this agreement. This agreement must be signed by your dean and department chair before submitting to the OIP.

**Faculty-Led Program Responsibility Agreement**

Please refer to page 8 for this agreement. This agreement must be signed by you before submitting to the OIP.

**Faculty-Led Study Abroad Application Form**

Name: \_\_\_\_\_ Employee ID#: \_\_\_\_\_ Email \_\_\_\_\_

Academic Title \_\_\_\_\_ Dept. \_\_\_\_\_ Office Ph# \_\_\_\_\_

Campus Address \_\_\_\_\_ Cell# \_\_\_\_\_ Home ph. \_\_\_\_\_

**EMERGENCY CONTACT INFORMATION (required)**

Name \_\_\_\_\_ Relationship to traveler \_\_\_\_\_

Address \_\_\_\_\_ Ph# \_\_\_\_\_ Email \_\_\_\_\_

\*Alternate Faculty Name \_\_\_\_\_ Employee ID# \_\_\_\_\_ Email \_\_\_\_\_

Academic Title \_\_\_\_\_ Dept. \_\_\_\_\_ Office Ph# \_\_\_\_\_

Campus Address \_\_\_\_\_ Cell# \_\_\_\_\_ Home# \_\_\_\_\_

\* Alternate faculty member may step in on the occasion you are unable to teach the course.

**STUDY ABROAD PROPOSED PROGRAM INFORMATION**

\_\_\_ Winter break 2009 \_\_\_ Spring 2010 \_\_\_ Mini-mester 2010 \_\_\_ Summer I 2010 \_\_\_ Summer II 2010

Proposed program location(s) \_\_\_\_\_

Number of Students (min. of 15 per instructor): \_\_\_ Undergraduate \_\_\_ Graduate

Course Title/Number \_\_\_\_\_ Course Credit Hours \_\_\_\_\_

**Repeat programs only:** List the semester(s) and year (s) \_\_\_\_\_

Suggested departments for cross-listing course(s) \_\_\_\_\_

Course pre-requisites (must match catalog/requirements) \_\_\_\_\_

Is there a language pre-requisite? \_\_\_\_\_ Which language? \_\_\_\_\_

**Dean**

Printed name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**Department Chair**

Printed name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**OIP**

Printed name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**2009-2010 (Academic Year)**  
**Faculty-Led Study Abroad Program Proposal Criteria**  
**ELEMENTS OF A STRONG PROPOSAL**

A number of factors go into the creation of a strong proposal, below you will find the criteria for the review process of faculty-led program proposals.

**Academic Integrity:** Courses delivered overseas need to adhere to the same high standards of content, delivery, and assessment as courses taught on campus. Proposed excursions should have academic relevance to the course and enable the students to connect with the unique aspects of the foreign culture and society.

**Safety and security:** Focus should be placed on the safety and security of students and faculty on any UTPA study abroad programs. It is important that all faculty and students read and review the State Department Travel Warning list.

**Fiscal and budgetary responsibility:** It is important to provide students access to affordable study abroad opportunities. Because cost is often a setback for most students, OIP aims to provide the highest quality program at the most conservative cost, potential program costs are also considered during the review process.

**Prospective students:** Faculty-Led programs are intended to provide greater access to study abroad opportunities for UTPA students and offer a mix of course offerings open to undergraduate and graduate students. To increase participation, consideration should include reaching students with limited finances or time, specific majors, underrepresented departments and ethnic groups.

**Likelihood of Success:** To ensure the success of study abroad programs there are several factors which include: all elements listed above; relevance of academic topic; an adequate pool of students to draw from; reasonable cost to implement the program; and a clear vision of the program (location connects to course content and can best be utilized to maximize students' experiences abroad). **REPEAT PROGRAMS: Past students' program evaluations and course instructor surveys are also considered.**

**2009-2010 (Academic Year)  
Faculty-Led Study Abroad Program Proposal Outline**

**PROPOSAL DETAILS:** Please attach a complete faculty-led program proposal, responding to the following sections. Proposal MUST be signed by the Study Abroad faculty member's Dean and Department Chair before submitting to the OIP. All Study Abroad Program Proposals will be reviewed by the OIP program proposal committee and applicants will be notified via email or writing.

**1. Faculty-led program description.**

- a) Destination(s)
- b) Proposed study abroad session(s) (winter break spring, mini-mester, summer I, summer II)
- c) Duration of the proposed program(s)
- d) Are there any other collaborating departments or academic programs involved in your program including other instructors and/or faculty members? If so, please explain.
- e) Is your program affiliated with an international institution? If so, please give a general description

**2. Faculty-led program goals and objectives**

- a) Explain your academic and program goals and objectives for students.
- b) How will the proposed program fit departmental and college goals?
- c) Describe how your proposed program(s) will provide international experiences for students?
- d) Describe your plans for cultural and/or language immersion opportunities for the students?

**3. Your Qualifications for a faculty-led study abroad program**

- a) Describe your academic qualification.
- b) Do you have any experience teaching U.S. students in a foreign setting? If so, please explain.
- c) Are you familiar with the proposed destination, country, and culture?
- d) Do you have professional connections, visiting experience or working experience with this proposed destination?

**4. Rationale for the faculty-led study abroad program**

- a) Please explain your rationale for choosing the course(s) and the proposed location (s). How will the location (s) to influence your teaching?
- b) How will students benefit from the proposed program? How does this location influence student learning?
- c) How will UTPA benefit from this proposed program?
- d) If excursions are proposed, how do these excursions connect to the academic focus of your course(s)?

**5. Health, Safety and Security**

- a) Describe any health, safety, or security considerations related to the location you are proposing and how they may impact the program and STUDENTS?
- b) Please review the following resources (No need to respond to this-it is merely for your information):
  - 1) US Department of State ([http://travel.state.gov/travel/cis\\_pa\\_tw/cis\\_pa\\_tw\\_1168.html](http://travel.state.gov/travel/cis_pa_tw/cis_pa_tw_1168.html))
  - 2) Centers for Disease Control and Prevention (<http://www.cdc.gov/>)
  - 3) International SOS (<http://www.internationalsos.com/en/index.htm?CFID=23778271&CFTOKEN=94800385>)

**6. Recruitment plan**

- a) Name your target audience (core learning group) and classification requirements for the program.
- b) What marketing strategies will you implement to attract UTPA students to the program? How will you disseminate information to all students once they apply?
- c) What avenues are open to you through your department and college for reaching your target group (s)?
- d) Are you willing to promote and attend study abroad fair(s) to recruit students for your proposed program?

**7. Course description(s)**

- a) Please provide course description(s), indicating UTPA catalog year.
- b) Will the proposed course(s) satisfy a major or degree requirement for the students?

**8. Course syllabus (draft) and a tentative daily teaching itinerary**

- a) Please provide a syllabus for each proposed course.
- b) Please provide a tentative daily teaching itinerary for each proposed course (include dates or number of days in all locations, including tentative excursions)

**9. REPEAT PROGRAMS ONLY**

- a) Describe any changes you intend to make to the structure or academic content of the program compared to prior years.
- b) Please submit a syllabus for each proposed course indicating any changes.
- c) Please submit a daily teaching itinerary indicating any changes.

**10. Course evaluation plan**

- a) Describe how the students will be evaluated for the proposed course(s)?

**11. Proposed Program Budget** (Please attach the following)

*OIP reserves the right to determine the professor fee for the proposed program. OIP will take into consideration the proposed information and program LOCATION.*

- a) A proposed budget for your expenses as a faculty member (travel, meals, lodging, excursion, foreign city transportation and incidentals)
- b) A proposed budget for student expenses (travel, meals, lodging, excursion, foreign city transportation and incidentals)

### Study Abroad Faculty-Led Program Financial Guidelines and Agreements

Please be advised that this agreement must be approved and signed by the Dean and Department Chair before submitting to the Office of International Programs.

Name: _____	Employee ID#: _____	Email _____		
Academic Title _____	Dept. _____	Office Ph# _____		
___ Winter break 2009	___ Spring 2010	___ Mini-mester 2010	___ Summer I 2010	___ Summer II 2010
Proposed program location(s) _____				
Number of Students (min. of 15 per instructor): ___ Undergraduate ___ Graduate				
Course Title/Number _____ Course Credit Hours _____				
Course pre-requisites (must match catalog/requirements) _____				
<b>Repeat programs only:</b> List the semester(s) and year (s) _____				

#### PROFESSOR FEE:

All faculty members receiving financial support for approved Faculty-Led program expenses incurred during an approved study abroad session must adhere to the Office of International Programs guidelines. Each department may use the professor fee to assist the Study Abroad faculty member(s) with the following study abroad expenses: **travel, meals, lodging, excursions, foreign city transportation and incidental fees.**

#### PROFESSOR FEE DETERMINATION:

1. Each Study Abroad faculty member will submit a proposed budget for faculty member expenses based on the proposed program cost (travel, meals, lodging, excursions, transportation and incidental fees)
2. OIP will determine a separate Study Abroad faculty member expense budget for the proposed faculty-led program (s) based on the proposed program cost (travel, meals, lodging, excursions, foreign city transportation and incidental fees).
3. OIP will consider both budgets and location to determine a professor fee for each proposed program.
4. The professor fee will be assessed to each student enrolled in a Faculty-Led Study Abroad Program.

#### PROFESSOR FEE COLLECTION, DISTRIBUTION AND CANCELATION:

##### The Office of International Programs responsibilities include:

1. OIP will collect the professor fees.
2. OIP will transfer accordingly the collected professor fees to each department.
3. OIP is not responsible for any faculty member expenditure(s), receipts, reconciliations, and reimbursements.
4. Cancellation: if the department has received the professor fees, and a faculty member's study abroad program is canceled by OIP, the department or unforeseen circumstances, the professor fee must be returned to OIP.
5. Cancellation: if the department has received the professor fees, and a faculty member's study abroad program is canceled by OIP, the department or unforeseen circumstances, OIP will reimburse students the professor fee accordingly.

**The department responsibilities include:**

1. The department will receive the professor fee from OIP.
2. Each department may use the professor fee to assist the approved Study Abroad faculty member(s) with the following study abroad expenses: travel, meals, lodging, excursions, foreign city transportation and incidental fees.
3. The department receiving the professor fees will be responsible for the Study Abroad faculty member's traveling arrangements.
4. The department receiving the professor fees will also be responsible for each Study Abroad faculty member's expenditures, receipts, reconciliations, and reimbursements for each Study Abroad program.
5. The department will reserve all surplus professor fees.
6. The department is not responsible for any expenditure that exceeds the approved & collected professor fees. The department reserves the right to make modification regarding excess expenditures.
7. Cancellation: if the department has received the professor fees, and a faculty member's study abroad program is canceled by OIP, the department or unforeseen circumstances, the professor fee must be returned to OIP.
8. Cancellation: OIP will reimburse students the professor fee accordingly.

**The Department agrees to these responsibilities by signing this agreement**

<p><b>Department Chair</b> Printed Name _____ Signature _____ Date _____</p> <p><b>Dean</b> Printed Name _____ Signature _____ Date _____</p>
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**The faculty responsibilities include:**

1. Submit a proposed expense budget for the following:
  - a) Faculty member (travel, meals, lodging, excursion, foreign city transportation and incidentals)
  - b) \*Student (travel, meals, lodging, excursion, foreign city transportation and incidentals)\*OIP will access students the professor fees in addition to actual program cost.
2. The faculty member understands the department is responsible for distributing the professor fees accordingly.
3. The faculty member must return any professor fee surplus to the department
4. The faculty member understands the department is not responsible for any expenditure that exceeds the approved & collected professor fees. The department reserves the right to make modification regarding excess expenditures.
5. The faculty member understands OIP is not responsible for any faculty member expenditure(s), receipts, reconciliations, and reimbursements.

**The faculty member agrees to these responsibilities by signing this agreement**

<p><b>Faculty member:</b> Printed Name _____ Signature _____ Date _____</p>
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**Faculty-Led Program Responsibility Agreement**  
**Faculty Member Agreement**

If selected to teach this program, I agree to read, and carry out the responsibilities described in, the *Faculty Handbook for Developing and Directing Study Abroad Programs*. These responsibilities include, but are not limited to, the following:

- (a) Actively recruit students to participate in the proposed program(s) submitted to OIP.
- (b) Attend two mandatory orientations for faculty members prior to the program's departure (one in the fall and one in the spring).
- (c) Strongly encourage students to complete the OIP on-line program evaluation (academic year and summers programs).
- (d) I understand that these on-line program evaluations will be circulated to OIP. The department chair, dean and faculty member may request evaluation results.
- (e) Distribute course evaluations to students.
- (f) Submit grades by the UTPA stipulated deadlines for each student at the end of the each program.
- (g) Submit all receipts and any remaining funds to your department within two weeks of program completion.
- (h) I will provide Study Abroad Advisors any changes to the student travel itinerary, one month prior to trip. I understand that changes to the travel itinerary may incur additional charges to the student's actual program cost (deposit adjustments, locations, foreign city transportation, excursions, hotels, etc.)

Printed name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_