Office of Global Education

Faculty-Led Study Abroad (FLSA) Program Proposal Form

Short-term faculty-led programs are those for which the academic instruction and guidance is provided by GCU faculty in an international location. These programs are typically 2-4 weeks in duration and part of a GCU course. Faculty may also choose to develop an international experience that is not linked to a semester course.

Faculty-led study abroad programs provide a wealth of benefits. They offer students the opportunity to participate in an overseas experience that is directly linked to their GCU coursework, and provides the security of traveling with someone they know and respect. The short duration of these programs provides a global opportunity for students who may not otherwise be able to fit an out-of-country experience into their undergraduate program. Previous faculty leaders have indicated that leading a group of students abroad has been one of the most rewarding experiences of their academic career, allowing them to conduct valuable in-country research, make international contacts, and spend time with students in an academic context outside of the classroom.

This proposal form is intended to help you think through some of the essential components of your study abroad program. It's the first step in designing a well-organized and meaningful international learning experience for both you and your students.

Faculty-led Study Abroad Program
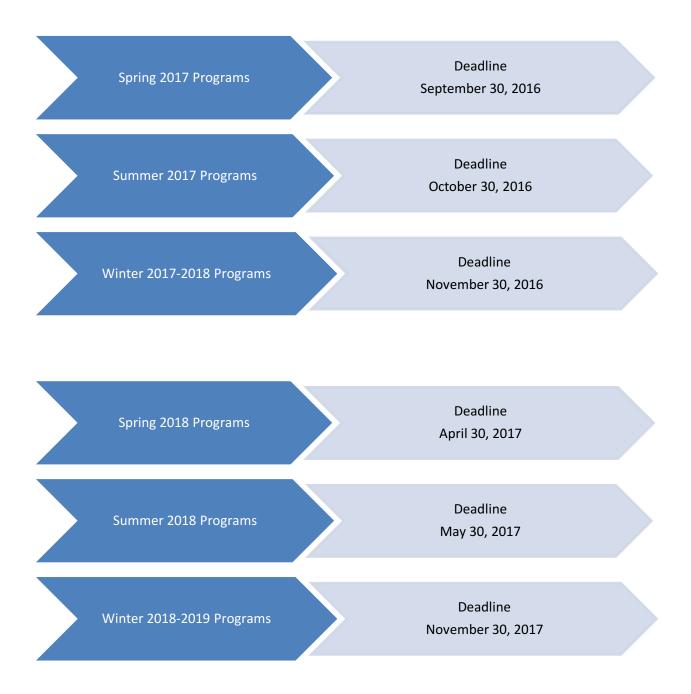## Proposal Components & Deadlines

Proposal Components

The Director of Global Education Programs is available to help faculty at any stage of the process. For more information, contact Jennifer Summerhays at jsummerhays@georgian.edu.

1. Faculty-led, Short-term Study Abroad Program Proposal Form
2. Detailed itinerary including:
   - destinations and dates of travel
   - co-curricular field trips, site visits and cultural activities
   - free time
   - *Note: Federal law requires establishment of a missing student notification policy and procedures. Therefore, responsible program management necessitates having policies in place for accounting for students.*
3. Completed proposal questionnaire

4. Signatures of Department Chair, School Dean, Provost and Director of Global Programs
5. Draft agreement (MOU) with cooperating institution(s) (if applicable)
6. Program Budget Worksheet

Faculty-Led Study Abroad Proposal Deadlines 2017 - 2018

Spring 2017 Programs	Deadline September 30, 2016
Summer 2017 Programs	Deadline October 30, 2016
Winter 2017-2018 Programs	Deadline November 30, 2016

Spring 2018 Programs	Deadline April 30, 2017
Summer 2018 Programs	Deadline May 30, 2017
Winter 2018-2019 Programs	Deadline November 30, 2017

Faculty-Led Study Abroad Program
Proposal Approval Form

Faculty Leader Information

Faculty Leader Name:_____

College:_____Department_____

Telephone Number:_____E-mail:_____

Campus address:_____

Co-Leader/Staff Assistant Information (if applicable)

Co-Leader Name:_____

College:_____Department_____

Telephone Number:_____E-mail:_____

Campus address:_____

Program/Course Details

Program Location/s (city/country): _____

Program Dates: _____ to _____

                    mm/dd/yyyy   mm/dd/yyyy

GCU Course Name: _____ GCU Course Number: _____

Number of GCU credits: _____ Number of transfer credits (if applicable): _____

Has this course been formally approved by the relevant departments and colleges?   □ Yes   □ No

Program Description

Please attach a brief summary of the study abroad program.

In addition, attach a daily itinerary that identifies all destinations, dates of travel, field trips, activities and free time.

Cooperating Institution(s) Information (if applicable)

Host Institution Name: _____

On-Site Contact Information:

Name: _____ Phone: _____

Fax: _____ E-mail: _____

Website: _____

Proposal Review & Approvals

Department Chair Name: _____ _____

Department Chair Signature: _____ Date: _____

College Dean Name: _____

College Dean Signature: _____ Date: _____ _____

Faculty-led Study Abroad
Program Proposal Questionnaire

The Director of Global Education is available to help faculty at any stage of the process.
For questions and information, contact Jennifer Summerhays at jsummerhays@georgian.edu

Faculty Leader Name:_____

College:_____Department_____

Program Location/s:_____Program Dates:_____

GCU Course Name:_____GCU Course Number:_____

Academic Course

1. What type of program are you proposing? (Please choose ONE)

    o   Faculty-Led Program Abroad — Embedded
        (Short-term international experience included as a required part of a regular term course)

        ▪   If your program is "embedded", how will you provide students with pre-program preparation and post-program follow-up?

    o   Faculty-Led Study Abroad Program (Faculty-directed experience that counts for experiential learning credits)

    o   Virtual Global Collaboration (Faculty-led/student-driven virtual collaboration between GCU and a global partner; included as a required part of a regular term course; GCU campus is learning site.)

    o   Hybrid Model (Faculty-led/student-driven virtual collaboration between GCU and a global partner, AND short-term program abroad, included as a required part of a regular term course)

       o   Other (Please explain)

2. Are you proposing a credit or non-credit program?

3. Which academic focus does your program propose? (Please choose ONE)

o Topical (Focus: enhancement of <u>disciplinary</u> course by either adding material from other contexts, or by comparing our practices and experiences with those of other cultures.)

o Language Training & Culture Learning (Focus: language skills/empathy/transpection)

o Interdisciplinary Understanding (Focus: global issues/social concerns/awareness of how the world works

o Other (Please explain)

4. What are the primary learning outcomes for your program?

5. How does your program promote GCU's mission statement and core values?

6. How does your program promote transformative education?

7. How do you plan to assess the learning outcomes of your program?

Leadership & Staffing

1. If there will be a co-leader or assistant traveling with the group, briefly describe their background (faculty member, staff, graduate student, etc.)

2. Will any part of the program be outsourced, including instruction? If so, describe financial, contractual, and vetting arrangements. Is the institution legally established in the host country and authorized to operate that program?

3. Will the GCU faculty leader or co-leader be away from the group at any time during the program? If so, please describe timing and circumstances.

Students

1. What is the enrollment maximum and minimum?

2. Will there be any student eligibility requirements? If yes, please describe:

Logistics

1. International travel
   - Will there be a group flight?

   - Will the faculty leader travel with the students?

   - Will the GCU program arrange for airport pick-ups and drop-offs? If so, please describe how will the airport transfers will be arranged:

   - Do participants need a passport?

   - Does the country (or countries) to be visited require a visa?

   - Does the program require a translator or guide?

   - Are additional course materials required?

   - Is a second language required to participate in the program?

2. **Local Transportation**
   - Please describe mode(s) of transportation and to which destinations. If private vehicles will be used, please specify type and who will be driving

   - If local transportation services will be contracted, what type of contracts will be necessary and how will companies be evaluated for safety record of vehicles and drivers?

- Please describe any unusual transportation issues, such as off-road driving, long-distance night driving, poor road conditions, etc.

3. Facilities

- Please describe classroom arrangements. How will it be contracted and will the facilities meet basic fire safety needs (exit access and extinguisher/ sprinklers)? If not, please explain local conditions and program circumstances.

- Where and at in what type of facilities will students be staying?

4. Meals

- Will the program be able to accommodate students with special dietary needs (vegetarian/vegans, health/allergies, religious)? If not, please explain local conditions and program circumstances:

- Are there any food & water health/safety issues? If yes, please describe:

5. Special needs accommodations

- Will there be challenges to overcome for students with disabilities – physical, mental, or learning? If so, please describe.

Office of Global Education

Georgian Court University

Jennifer Summerhays, Director of Global Education Programs

Office of the Provost

Jeffries Hall, Room 143

jsummerhays@georgian.edu

732.987.2346