



## International Programs

### 2009-2010 Faculty-led Study 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 UNCW. All faculty-led or faculty-initiated credit-bearing programs involving UNCW students abroad must be approved by the Office of International Programs (OIP) after review by the International Programs Advisory Committee (IPAC). Please submit a complete proposal to OIP no later than **Tuesday, September 8, 2009** to be considered for the 2009-10 academic year. Before completing the packet, please review the guidelines below.

- All faculty members proposing programs are welcome (and first-timers are required) to meet with Mark Gallovic, Director, Education Abroad ([gallovicm@uncw.edu](mailto:gallovicm@uncw.edu), or x23685) for guidance in planning a program or completing this proposal.
- While most faculty-led programs will occur in the summer, there is, for example, opportunities for creating other short term programs. Short-term spring programs may take place at any time during the spring semester, but often work best over spring-break or with contact hours on campus during the semester and the abroad component just after final exams. Short-term fall program models may also be explored.
- Students on summer financial aid must be enrolled in a minimum of six total credit hours during summer sessions, to receive financial aid. It makes your program more attractive to financial aid recipients if it offers six credits. Typically, we recommend against a faculty member teaching all six credits in addition to leading the program, though there may be exceptions.
- Short-term spring study abroad students may have their spring aid packages reassessed, factoring in the program fee and related costs. Many faculty associate the study abroad trip with the spring semester to keep costs down (students seldom have to pay additional tuition).

**A complete Faculty-led Study Abroad Program Proposal consists of the five 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 IPAC to review proposals**

**A) Faculty-led Study Abroad Program Cover Form**

**B) 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 Sept \_\_".)

**D) Syllabi of Course(s) to Be Offered On Site**

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

- Program and course objectives, including rationale for location you have chosen
- Degree of immersion in culture and language at site
- Intentions for program promotion
- Intentions for pre-departure and in-country preparation of students
- Overview of how safety, health, and security will be managed on your program (e.g. Where can student receive health care?, How will accommodation and local transportation be handled with safety in mind?) Identify risks associated with your program site and activities and how you will manage that risk?.
- Description of housing arrangements for participants and leaders (it is recommended that faculty leaders be housed with or nearby participants and if housed at separate location, explain why that is.)
- 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 show a thorough understanding and knowledge of the location/culture 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 UNCW 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 instructor of record for any UNCW-taught course? If other UNCW faculty/staff are associated with your program abroad, what is their role?

In reviewing study abroad proposals, IPAC may consider additional criteria. For example, historically, general guidelines suggest a minimum of ten students for a new program and 12 for repeat programs. Is it attractive enough and of sufficiently broad interest to do so? 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 summer or short-term study abroad program. Feel free to contact Mark Gallovic, Director, Education Abroad ([gallovicm@uncw.edu](mailto:gallovicm@uncw.edu), or x23685) with any questions or concerns.