

## FACULTY-LED STUDY ABROAD PROGRAM PROPOSAL APPLICATION

*Complete all sections of the Faculty-Led Study Abroad Program Application and obtain all required signature before submitting. This information will be used to request and obtain approval from Florida Atlantic University for your study abroad program and course offering(s). This information will also be used for promotional purposes once the proposal has been fully approved by the Provost's Office.*

**Proposal Submission:** Contact Madison McShane at [mmcshane@fau.edu](mailto:mmcshane@fau.edu) for your unique submission link.

### I. PROGRAM INFORMATION

Study Abroad Program Title for Marketing Purposes: \_\_\_\_\_

Program Description for Marketing Purposes (approx. 3 – 5 sentences):

Sponsoring College/Department(s): \_\_\_\_\_

Destination(s) (country/city): \_\_\_\_\_

Proposed Dates of In-Country Travel:

Accommodation Check-in Date (MM/DD/YYYY): \_\_\_\_\_

Accommodation Check-out Date (MM/DD/YYYY): \_\_\_\_\_

This program is open to:  Undergraduate students  Graduate students

Minimum Number of Student Participants: \_\_\_\_\_

*Consult with your department/college to determine minimum. Program budget is based on minimum participants.*

Maximum Number of Student Participants: \_\_\_\_\_

*Consult with Ed Abroad and vendor. This depends on accommodation space, ratio of leader to vendor, and more.*

### II. FACULTY LEADERS & ASSISTANTS

**New Guidelines!** All programs must have one primary faculty leader that serves as the safety designee and at least one faculty co-leader OR a program assistant or graduate assistant serving in a leadership role on the program. See roles, responsibilities, and eligibility requirements on page 8 - 9 of the Study Abroad Faculty Program Handbook. Programs that do not include a co-faculty leader should identify a back-up faculty leader who would be available to travel internationally for the duration of the program to lead and teach the course if extenuating circumstances arise.

### III. SAFETY & SECURITY DESIGNEE

The Primary Faculty Leader will also serve as the Safety & Security Designee. This individual's role will include the following responsibilities before and during travel:

- Host mandatory program specific pre-departure meeting at least 2 weeks prior to program start date.
- Arrange in-country orientation within 24 hours of official program start date.
- Determine and communicate meeting points and onsite emergency contacts to students.
- Be accessible 24/7 to Education Abroad & student travelers to support and respond to both real and perceived emergencies abroad.
- Ensure incident reports are submitted to Education Abroad.
- Attend mandatory Leader Safety & Security Training coordinated by Education Abroad prior to travel.

### IV. COURSEWORK

List the course(s) you intend to offer on this study abroad program. If language course(s) will be offered, please indicate the levels. A course description must be included for each course to demonstrate how travel itinerary corresponds with course content. Course descriptions may also be used for program marketing purposes. If the proposal is approved, a syllabus for each course offering will be required.

#### IMPORTANT REGISTRATION INFORMATION

- Program Instructors are responsible for working with their departments/colleges to add appropriate study abroad courses to the FAU schedule for the study abroad term if program is approved.
- Study abroad courses should be listed with instructor or department permission only. Once the final study abroad student roster is confirmed, program instructors will be responsible for giving approved students course permission and ensuring all students are registered at least two weeks prior to program departure and/or FAU drop/add period (depending on what comes first).
- All students are required to be registered in one or more of the approved program courses. Study abroad is academic programming; therefore, students are not allowed to travel with the group without being registered and paying tuition according to FAU policies. For more information on current tuition costs and fees, please visit: [tuition breakdown | Florida Atlantic University \(fau.edu\)](https://www.fau.edu/educationabroad/tuition-breakdown)

Course Prefix	Course Title	# of Credits	Required or Optional?	Instructor
<b>Course Description</b>				

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Number of Credit Hours to be earned by program participant: Minimum: \_\_\_\_\_ Maximum: \_\_\_\_\_

How many courses will each participant be required to take on this program? \_\_\_\_\_

*Education Abroad & your college must first approve any exceptions for individual participants.*

Eligibility Requirements (GPA/academic discipline/course prerequisites/class standing):

*Education Abroad requires all students to be in good academic standing with a minimum 2.5 overall GPA at the time of application. Some exceptions may be considered on a case-by-case basis by the Education Abroad Director.*

List additional requirements for the program or course offerings such as GPA, pre-requisites, or academic major/minor:

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Will your study abroad course(s) require any class meetings or assignments before or after the in-country program dates? This does not refer to mandatory pre-departure meeting.  Yes  No

In-person class & campus: \_\_\_\_\_ Online: \_\_\_\_\_ Tentative dates: \_\_\_\_\_

## V. VENDOR INFORMATION

To align with best practices in the field of International Education as well as FAU policies, and procedures, Education Abroad requires faculty-led programs to utilize one full-service vendor to manage program logistics. The vendor should be able to manage faculty and student accommodations abroad as well as most activities, group meals, excursions, transportation, emergency support, and more. Education Abroad has partnered with companies and universities worldwide and can help to identify an approved vendor that best meets the needs of your program and university policies. Include vetted vendor information below.

Vendor Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

What services will the vendor provide? Check all that apply.

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Faculty & student accommodations              | <input type="checkbox"/> Group activities/excursions | <input type="checkbox"/> Group meals    |
| <input type="checkbox"/> Public transportation passes                  | <input type="checkbox"/> Classroom space             | <input type="checkbox"/> Guest lectures |
| <input type="checkbox"/> 24/hour in-country safety & emergency support | <input type="checkbox"/> Other: _____                |   |

## VI. FACULTY LEADERS & ASSISTANTS AGREEMENT & SIGNATURE

By signing and agreeing to serve as the Primary Faculty Leader, Faculty Co-Leader, Program Assistant, or Graduate Assistant with an FAU faculty-led study abroad program, you agree to abide by all Florida Atlantic University and Education Abroad policies and procedures as they pertain to study abroad and international travel. This includes but is not limited to the following:

- Be available for student participants for the entirety of the study abroad program in-country dates.
- Read and understand the program proposal, Faculty Handbook, and final program itinerary.
- Attend mandatory Safety & Security Training coordinated by Education Abroad.

*I acknowledge that I have read and agree to the above information regarding Faculty-Led Study Abroad:*

**Primary Faculty Leader Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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

Title: \_\_\_\_\_ Email: \_\_\_\_\_

Campus Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

College: \_\_\_\_\_ Department: \_\_\_\_\_

*I acknowledge that I have read and agree to the above information regarding Faculty-Led Study Abroad:*

**Faculty Co-Leader Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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

Title: \_\_\_\_\_ Email: \_\_\_\_\_

Campus Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

College: \_\_\_\_\_ Department: \_\_\_\_\_

*I acknowledge that I have read and agree to the above information regarding Faculty-Led Study Abroad:*

**Faculty Co-Leader Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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

Title: \_\_\_\_\_ Email: \_\_\_\_\_

Campus Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

College: \_\_\_\_\_ Department: \_\_\_\_\_

*I acknowledge that I have read and agree to the above information regarding Faculty-Led Study Abroad:*

**Program/Graduate Assistant Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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

Title: \_\_\_\_\_ College & Department: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## **VII. DEPARTMENT CHAIR/DEAN AGREEMENT & SIGNATURES**

Academic Departments and Colleges play an integral role in the promotion and support of study abroad programming. By signing and agreeing to endorse and sponsor a faculty-led study abroad program, Departments/Colleges agree to abide by all Florida Atlantic University and Education Abroad policies and procedures as they pertain to study abroad and international travel. This includes but is not limited to the following:

- Compensating faculty leaders/co-leaders according to FAU, state, and federal employment guidelines.
- Vetting and hiring any outside instructors/assistants serving as official program personnel or coordinating overload appointments for current FAU faculty if needed.

- Ensuring academic integrity of faculty-led program coursework and travel itinerary.

DEPARTMENT CHAIR SIGNATURE(S)

*I acknowledge that I have read and agree to the above information regarding Faculty-Led Study Abroad:*

Department Chair Name: \_\_\_\_\_ Date: \_\_\_\_\_

Department Chair Signature: \_\_\_\_\_

Department Chair Name: \_\_\_\_\_ Date: \_\_\_\_\_

Department Chair Signature: \_\_\_\_\_

DEAN SIGNATURE(S)

*I acknowledge that I have read and agree to the above information regarding Faculty-Led Study Abroad:*

Dean of College Name: \_\_\_\_\_ Date: \_\_\_\_\_

Dean of College Signature: \_\_\_\_\_

Dean of College Name: \_\_\_\_\_ Date: \_\_\_\_\_

Dean of College Signature: \_\_\_\_\_

**VIII. APPROVAL SIGNATURES**

*Education Abroad will coordinate the approval and signature process of the below individuals.*

Education Abroad Director Name: \_\_\_\_\_

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

Assistant Provost for Global Engagement Name: \_\_\_\_\_

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

Office of the Provost Name: \_\_\_\_\_

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