

## HOW TO GET STARTED

### Are you interested in proposing a faculty-led study abroad program?

Before you complete any required proposal materials, use the information listed below as a guide and checklist to develop your program. Some items are ordered chronologically but most can be completed concurrently.

**Review Materials**

Review required proposal materials and explore FAU faculty-led programs [here](#) for inspiration.

**Meet with Education Abroad**

Meet with the Education Abroad Director to discuss various program models and brainstorm possibilities for your program. The opportunities are endless.

**Develop a General Program Idea**

- a. Academic discipline
- b. Location
- c. Approximate length of in-country program dates

**Talk to your Department/College**

Meet with your Department Chair and/or College Dean to discuss your program idea. Confirm you have their support to pursue this endeavor.

- a. Confirm the minimum number of students your college would require to recruit for your program to run. This is the number we will use for the program budget.
- b. Your department/college oversees your hiring/extended contract (if needed) and teaching compensation for study abroad programming. Allowable expenses (housing, airfare, etc.) related to your international travel and program will be covered by the program budget.

**Courses**

Discuss proposed study abroad course(s) with your academic department.

- a. The study abroad destination and program itinerary should align with the academic course and syllabus. Most faculty develop a study abroad course that explores a topic(s) specifically relevant to the study abroad destination.
- b. Determine if the study abroad course will be offered at the undergraduate level, graduate level, or both.
- c. Identify what course prefix and number you will use for the study abroad course.

- i. Departments often use an existing special topics course that allows for title changes. Alternatively, the department may already have a general study abroad placeholder course to utilize.

□ **Syllabus**

Draft a syllabus for each study abroad course offering.

- a. The draft should adhere to the requirements needed for all FAU courses.
- b. If the program is offering the course at an undergraduate and graduate level, one draft syllabus may be prepared but it must indicate the differences between the undergraduate and graduate course requirements.
- c. Study abroad program dates do not need to perfectly align with the FAU's academic calendar. However, the dates should not overlap the first half and second half of the summer term unless necessary and unless the program is offering students the opportunity to earn at least 6 credits.
- d. All courses must meet the required contact hours per credit. Program experiences related to the course such as an activity, tour, or guest lecture may go towards contact hours.
- e. The syllabus and proposal should indicate if a course requires any in-person or online class participation before and/or after the in-country program dates.

□ **Program Vendor**

Collaborate with the Education Abroad team to identify an approved program vendor/international partner university that best meets the needs of your program and university policies.

- a. Correspond with program vendor regarding program ideas, academic discipline, and needs. Important note: 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.
- b. Each program requires different services but consider the following program logistics one vendor should be able to manage:
  - i. Accommodations for student participants and faculty leaders
  - ii. Entrance to cultural or academic activities such as site visits, museum entrances, guest lectures, performances, etc.
  - iii. Half-day/full-day excursions and associated entrance fees or transportation
  - iv. Local transportation passes for the duration of the program
  - v. Group meals – leaders typically do at least one welcome and one farewell group meal
  - vi. Classroom space if needed

- vii. 24/hour in-country support in the event of an emergency. This is required if there is only one FAU faculty leader in-country for the program. It is recommended for all programs if budget permits.

□ **Program Expenses**

Collect quotes for program expenses.

- a. Vendor quote – one of the quotes you collect should be from the approved vendor with the total cost and a list of what that cost includes.
- b. Quotes for personal expenses – collect all quotes related to your international travel expenses. In most cases, you should be able to find quotes online and collect screen shots.
  - i. Personal expenses to consider:
    1. Roundtrip international airfare
    2. U.S. airport transportation for parking (economy parking depending on length of program)
    3. International airport transportation to accommodation
    4. Roundtrip baggage fees
    5. Meal per diem – Since most faculty leaders will have a kitchen in the accommodations abroad, Education Abroad budgets based on FAU’s domestic meal per diem rate. This allows programs to remain affordable for students and thus, allows us to recruit the number of students needed to run the program.
    6. Sim card or addition of a temporary international calling plan on existing cell phone. All faculty must have the ability to use their cell phone for international calling (even if not connected to Wi-Fi) while leading a program. Many cell phone companies allow individuals to temporarily add international calling for a daily or weekly rate. Contact your provider.
- c. Quotes for other group expenses – occasionally, faculty have a program activity that the vendor is not able to manage. On a cases-by-case bases, Education Abroad can provide faculty leaders with a cash advance or reimbursement for certain approved group related expenses not managed by the vendor.

□ **Proposal Application and Supporting Documents**

You should now have the information you need to complete the proposal application and supporting documents.