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**Faculty-led Short-Term Study Abroad Program**

***New Proposal* for Spring or Summer 2023**

**Due: April 23, 2022**

The UCF short-term study abroad programs are intended to enrich the educational programs of the university by enhancing learning through experiences that take advantage of locations outside the US. The programs combine academic and experiential learning outcomes. An effective program requires Faculty Leaders who are knowledgeable of the locations and develop strategies to connect the sites abroad to the expected learning outcomes for the program.

This document expresses your commitment to being a partner in the development, implementation and assessment of the program. In-country leader involvement beyond the academics includes on-site execution of logistics and assisting students with health and safety-related needs.

Please provide as much detail as possible in all of the proposal fields. In the event that you require more space, it is acceptable to attach an additional Word document. Once complete, please obtain necessary signatures and return the proposal forms to UCF Abroad in Suite 205A, Trevor Colbourn Hall. After proposals have been reviewed by the committee, you will receive feedback about the status of the proposal. Proposal submissions are also welcome via email to: [oliver.mcsurley@ucf.edu](mailto:oliver.mcsurley@ucf.edu)

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| **Faculty Leader Information**  UCF Abroad is committed to maximizing accessibility by keeping program costs as low as possible for students. For that reason, programs involving student cohorts of 15 or fewer students, one faculty leader is appropriate. Two faculty leaders are permitted on programs involving cohorts of 16 or more students. | | | | | |
| **Name of Faculty Leader (PRINT):** | | | **Faculty Leader Title & Contract Length (12 mos./ 9 mos./ adjunct):** | | |
| **Additional Faculty Leader (if applicable):** | | | **Additional Faculty Leader Title & Contract Length (if applicable):** | | |
| **Email:** | **Telephone:** | | **College/Division:** | | **Department/Unit:** |
| **Faculty Leader Bio: Please provide a short bio for publication that touches on both your professional expertise and international experience** | | | | | |
| **Proposed Program Basics**  **Please note:** UCF Abroad will name each program based on the location, plus a subtitle (ex. UCF in Thailand: Population Growth and Sustainable Development). Please provide the proposed subtitle for your program below, noting that UCF Abroad reserves the right to modify or shorten this subtitle for marketing purposes. The subtitle may be the same as the course title, although in some cases it may be advisable to shorten or abbreviate a long course title. If possible, avoid using generic language that does not clearly communicate the goal or purpose of the program opportunity.  Regarding proposed program locations, keep in mind that having multiple program destinations typically increases the cost of the program for students. UCF Abroad will provide feedback on whether a program is financially feasible for UCF students based on your program location suggestions and reserves the right to alter suggested itineraries in an effort to make a program more accessible for UCF students. UCF Abroad will collaborate with the Faculty Leader to facilitate the creation of an outstanding international experience for students. In some cases, it is more cost effective for UCF to secure all travel arrangements directly and at times the use of a travel abroad partner may be more cost effective. We will consider the options and secure the most cost-effective option that allows for an outstanding program at the best market price. | | | | | |
| **Proposed Program Name:** | | | **Proposed Program Location(s):** | | |
| **Proposed Program Semester (Summer indicate A,B,C or D):** | | | **Proposed Program Dates Abroad: (MM/DD/YY)** | | |
| **Will you be on sabbatical at any time during AY 2022-2023? Please provide relevant information:** | | | | | |
| **Proposed Course(s) with title, course number and credits:** | | | | | |
| **If more than one course is offered, list min. # of credits students must take as part of this program: \_\_\_\_\_** | | | **Proposed host institution(s)/academic partner(s):** | | |
| **Academic Level (UG/Grad):** | | **Language(s) of Instruction:** | | **Minimum GPA (if higher than 2.5):** | |
| **Number of participants: \_\_\_\_\_ Minimum (as determined by the College/Unit; must be met by Commitment deadline)**    **\_\_\_\_\_ Maximum**  **\*To keep program fees low and program accessibility at a maximum, UCF Abroad programs require a minimum of ten participants.** | | | | | |
| **Program Marketing Information**  UCF Abroad would like to extend our recruitment efforts for programs to all statewide university system institutions. Please be sure to indicate if you would be open to welcoming such students on your program below. | | | | | |
| **What is the key student audience for this program?** | | | | | |
| **Description of the Proposed Study Abroad Program (will be used for recruitment purposes on the online program page):** | | | | | |
| **Will your program have course prerequisites or language proficiency requirements?** | | | | | |
| **Why should a student participate on this program? Please explain briefly, why a student should participate in this program. What is unique, different or exciting about the course(s), activities, engagement with the local culture, etc.? Please include at least three takeaways for students in the areas of professional, academic, and personal development.**  **Students’** **Academic Development**:  **Students’ Personal Development**  **Students’ Professional Development:** | | | | | |
| **Learning Objectives and Proposed Itinerary**  UCF Abroad strives to collaborate with faculty to develop study abroad programs that have complete alignment between stated learning objectives and the program itinerary. Please consider this when developing both your learning objectives and proposed itinerary. Locations, site visits, and/or activities that do not directly relate to the stated learning outcomes may be removed from the program itinerary to ensure cost effectiveness and maintain academic focus. | | | | | |
| **Minimum Learning Outcomes (3 minimum):**  *Ex. Students will be better able to articulate the effect of historical forces upon people and landscapes.* | | | | | |
| **Will your program require class meetings before the cohort departs? If so, what is your proposed schedule for class meetings? Please provide as much information as possible so that this can be shared with applicants in advance.** | | | | | |
| **Will your program have a required program component post-travel? Please provide information on any required meetings or assignments for submission so that this can be shared with applicants in advance.**  **Students will be required to complete one of the following post-travel activities:** | | | | | |
| **Proposed Itinerary: what site visits, guest lectures, events and cultural activities will you be incorporating in your program in order to achieve the academic objectives/learning outcomes? If working with a host institution, what academic content will they provide? Please connect each item to a learning outcome.**  **UCF Abroad will use your proposed itinerary to design a study abroad program to meet your state learning goals. All itineraries and associated budgets are rooted in collaboration between the faculty leader’s vision and UCF Abroad staff’s expertise in building programs.**   |  |  |  |  | | --- | --- | --- | --- | | **Destination** | **Event/activity/lecture/site visit** | **Your contact abroad** | **Learning Outcome** | | *Ex. Berlin, Germany* | *Visit to the German Parliament Building* | *German-American Institute* | *#1* | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | | | | | | |

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| **Faculty Leader Experience**  The following fields detail the Faculty Leader’s level of knowledge and experience. Lack of experience does not exclude someone from leading a program abroad, UCF Abroad enthusiastically encourages faculty new to study abroad to lead programs. This information is used to help determine the level of support necessary while in country. |
| **Why have you selected this location and how does the location enhance learning the subject matter for the course? Briefly describe your prior experience in the region, host country(ies) or proposed location(s) and contacts that you have in the area or on site.** |
| **List any previous experience teaching courses abroad (when, where, what was taught, with whom you were affiliated):** |
| **Describe what you believe your role and responsibility will be as the Faculty Leader of this proposed program. If you will not be teaching while abroad, please be clear about your advising, coordinating and supervising responsibilities as well as how you will enhance the curriculum.** |
| **Which language(s) is/are spoken in the proposed location(s)? Describe your level of proficiency in those languages. For Faculty Leaders with little or no applicable foreign language ability, describe how this barrier will be overcome (e.g., will the program use local lecturers, guides, additional faculty or TAs from UCF?).** |
| **Applicants Interviews: All faculty are required to interview applicants before accepting them into the program. Please provide information on your preferred interview days/times for publication on the website. Most faculty leaders assign interview times in accordance to their open office/advising schedule.** |

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| **Please carefully read and consider each of the items below before signing.**  **Responsibilities of the Faculty Leader (FL):**  The Faculty Leader of a UCF short-term study abroad program shall do the following:   1. Interview applicants, as part of the application process, to determine if the prospective participant’s purpose and expectation is a good match for the program. Once students are interviewed, FLs will Accept, Waitlist or Deny students in the Terra Dotta system. UCF Abroad may remove the student from the program, if necessary, but will do so in consultation with the leader and/or other stakeholders; 2. Participate in UCF Abroad’s fall and spring study abroad fair events; 3. Abide by UCF policies and procedures and, if appropriate, the partner institution abroad; 4. Participate in the Faculty Leader Development Workshop; 5. Promote the program that you are leading to UCF students; 6. Hold at least 1 country/program specific meeting with students prior to departure; 7. Notify UCF Abroad, and communicate in detail, any and all situations that arise during the program; specifically as they relate to student health and safety, emergencies, natural disasters, terrorist attacks, crimes against the student or property, etc.; 8. Function as the Campus Security Authority (CSA) during the program to remain in compliance with the Clery Act guidelines; 9. Be available to the program participants and UCF Abroad 24 hours a day for emergencies for the duration of the short-term program; 10. Lead the program, develop, plan and teach the course(s), and accompany students on all program excursions, field trips, cultural events, etc., included as part of the program; 11. Serve as the UCF representative in-country for student concerns including housing, student conduct, health and safety, crisis management, etc.; 12. Encourage students to complete program and course evaluations; 13. Submit reimbursement receipts to UCF Abroad in accordance with the UCF travel reimbursement policies; 14. Notify UCF Abroad before the initial budget is signed if there will be personal travel associated with program (specifically before or after).   **The Faculty Leader must not:**   1. Negotiate with vendors or institutional partners on behalf of themselves personally or the program for items or services without advance UCF Abroad authorization; 2. Accept goods or services that may be perceived as perks. If there are questions, report them immediately to UCF Abroad; 3. Sign contracts, agreements, or riders on behalf of the University. | | | |
| **Responsibilities of UCF ABROAD:**   1. Develop a webpage and promotional materials for marketing the program; 2. Coordinate general promotion of all UCF study abroad programs; 3. Administer the application and outgoing participant process; 4. Serve as liaison to institution abroad regarding program implementation; 5. Work directly with all vendors and institutional partners on behalf of the program; 6. Coordinate all payments to vendors; 7. Process all student charges and refunds; 8. Process all student withdrawals; 9. Coordinate UCF Abroad pre-departure orientations; 10. Collect and process all necessary student documentation needed for the program; 11. Provide support to the Faculty Leaders and students while abroad; 12. Schedule and ticket travel arrangements as needed for the program. | | | |
| **Please initial below:**  \_\_\_\_\_\_\_\_\_\_\_I have read and agree to follow all requirements in the Faculty Leader Handbook (online at studyabroad.ucf.edu).  \_\_\_\_\_\_\_\_\_\_\_I understand that my department, college, UCF Abroad or I may opt to cancel the program if the  number of student participants do not meet the minimum number to be financially feasible to  run the program or if the risk to health and safety is deemed too great. | | | |
| **I have reviewed and agree to the terms and conditions as listed above. I understand that non-compliance could prohibit me from leading this program and a program in the future.** | | | |
| Signature of Faculty Leader | Print Name | Date | |
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| Signature of Second Faculty Leader (if applicable) | Print Name | Date | |
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| **To be completed by the chair/director and dean of the sponsoring unit:**  **I have reviewed the entire proposal and find that this program aligns with the unit’s educational programs, academic learning compacts or strategic plan. I also find that, to the best of my knowledge, the proposed leader has the necessary qualifications and experience to execute the program successfully.** | | | |
| Signature of Department Chair/Director | Print Name of Dept. Chair/Director | | Date |
| Signature of College Dean | Print Name of College Dean | | Date |
| Signature of UCF Abroad Representative | UCF Abroad | | Date |

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| Any additional comments or concerns: |