

2015-2016 Short-Term Study Abroad: Proposal Process

Thank you for your interest in leading a study abroad program during the 2015-16 academic year. We are appreciative of your dedication to the intercultural development of UCF students and furthering the goals of internationalizing the university. Please see below for timeline information and the required documents needed to submit a proposal for a short-term study abroad program. Please see OIS with any questions.

There are two proposal options:

- 1) Faculty-led short-term initial proposal
- 2) Faculty-led short-term renewal

*Please note, if you will not be traveling with the short-term program you are proposing or renewing, see OIS for an alternate form.

For any program that has previously run but is being proposed with a significant change, such as a different program leader, country, course, or has not run within the past two years (2014 or 2015), it will have to be submitted under a **new** initial proposal. All new Program Leaders (PL) proposing programs will be required to attend a workshop in February on building a new program.

Deadlines for Proposal Submission:

Fall 2015 programs: **December 10, 2014**

Spring/Summer 2016 programs: **April 1, 2015**

The following *four* documents will be required for a complete proposal submission. All documents must be uploaded through your proposal application in the online Terra Dotta system. Proposals that are incomplete will not be reviewed and may be tabled until the 2016-17 AY.

- 1) **Completed proposal form including the Chair and Dean signatures.** For initial proposals, please be sure to complete the program description with a student audience in mind, as this description will be the basis for the online program page.
[Click here to download the Faculty-led short-term initial proposal](#)
[Click here to download the Faculty-led short-term renewal](#)
- 2) **Completed compensation appointments form including the Chair and Dean signatures.** Programs that intend to have two leaders should include both leaders on one form. The second page of this form does not apply to 12-month employees.
[Click here to download the appointments form](#)

- 3) Completed course scheduling form for each course offered as part of the program, including the Chair's signature.**

Click here to download the course scheduling form

- 4) A syllabus or detailed course description for each course you are offering as part of the program.**

Program Development Process

- 1) Meet with OIS about your intended proposal
- 2) For all Program Leaders who have not led a program, attend mandatory PL workshop
- 3) Submit all proposal documents to OIS online through TerraDotta proposal application
- 4) The Study Abroad Review Committee will review all new proposals. OIS will review all renewals.
- 5) Program Leaders will be notified of the committee's decision, including requests for additional information or changes
- 6) For new programs, Program Leaders will work with OIS guidance to obtain at least two quotes from appropriate study abroad providers (if applicable)
- 7) OIS will develop a budget and online program page with input from the PL
- 8) Upon finalizing the budget and program page, the program will begin taking student applications

Important Short-term study abroad dates

	Fall 2015	Spring 2016	Summer 2016
Workshop for new Program Leaders	N/A	2/5 or 2/11/15	2/5 or 2/11/15
Program Proposals Due	12/10/14	4/1/15	4/1/15
Committee notifies Program Leader	1/15/15	5/15/15	5/15/15
Mini Study Abroad Fair	1/21/15	N/A	N/A
Study Abroad Fair	N/A	9/29/15	9/29/15
Student Application Deadline	4/1/15	11/15/15	2/1/16
Student Commitment Deadline	4/13/15	11/30/15	2/11/16