



# Faculty Leader Guide

Proposing a Faculty-Led Study Abroad Program

# Faculty-Led Study Abroad: How to Propose a Program



## Purpose of this resource

- Highlight the criteria for eligibility to lead a study abroad program
- Provide an overview of program proposal process and timeline
- Preview the required proposal documents
- Discuss the proposal acceptance process
- Share the proposal evaluation criteria and guiding questions
- Provide important information on the program budgetary process as it relates to faculty



# Eligibility for Program Leadership

- Program development and leadership is encouraged for interested faculty who have the support and approval of their administration and academic unit
- Those proposing a program must hold appropriate credentials for the course that they plan to teach
- Due to the critical role the Faculty Leader plays in a program's success, faculty who will be absent from campus (such as sabbatical or extended leave) for significant parts of the academic year will not be eligible to lead a program during that year
- Ultimate approval for faculty participation must come from the sponsoring department/college. UCF Abroad advises all faculty to discuss their program plans with their appropriate administrative leaders before submitting a final proposal
- For liability reasons, UCF Abroad cannot approve of a faculty member's spouse or partner to join a study abroad program, unless this person is a current UCF employee at the time of program execution and is serving as an approved Faculty Leader



# Eligibility for Program Leadership- CONT.

## Guiding Questions

- Does the faculty leader have strong ties to the program site?
- Does the faculty leader speak the local language?
- Will planned activities and experiences take advantage of the program's location and complement the academic goals of the curriculum?
- Is the course comparable in terms of academic rigor to courses taught at the main campus covering similar subject matter?
- Are the program's goals consistent with those of the sponsoring academic department?



# Timeline for Proposal Processing

## SUMMER PROGRAMS

<b>DEVELOP your proposal</b>	August to April (academic year before program)
<b>RECRUIT students</b>	August to February (academic year of program)
<b>PREPARE for travel</b>	February to Program departure date
<b>TRAVEL</b>	Program dates
<b>RETURN &amp; close program</b>	Return date until 6 weeks after return

## FALL PROGRAMS



<b>DEVELOP your proposal</b>	August to December (academic year before program)
<b>RECRUIT students</b>	January to June (academic year of program)
<b>PREPARE for travel</b>	September to December to Program departure date
<b>TRAVEL</b>	Program dates
<b>RETURN &amp; close out program</b>	Return date until 6 weeks after return



## SPRING BREAK PROGRAMS

<b>DEVELOP your proposal</b>	August to April (academic year before program)
<b>RECRUIT students</b>	August to December (academic year of program)
<b>PREPARE for travel</b>	March to Program departure date
<b>TRAVEL</b>	Program dates
<b>RETURN &amp; close program</b>	Return date until 6 weeks after return



# Proposal Development Process Overview

- To begin, develop a program concept
  - Can be conceptual to start OR highly developed
- Discuss your desire to lead a program with your administration to gain support
- Connect with UCF Abroad to collect informal feedback and to obtain answers to any questions
- Successful proposals are academically rigorous, engaging, accessible and sustainable
- To create a successful program, the proposal development process should consider the following items:
  - Budget
  - Itinerary
  - Marketing Strategy
- **Your proposal does not require the above items, but they should be considered as you work to propose and develop a successful program**

# Program Proposal Forms



## Program Proposal Form (Initial or Renewal)

- Captures basic faculty leader information and the proposed program
- Outlines the responsibilities of a faculty leader
- DO NOT need to present a complete itinerary, a concept itinerary is acceptable
- UCF Abroad can turn your concept into a developed program



UCF Abroad  
Division of Student Learning and Academic Success  
University of Central Florida

### Faculty-led Short-Term Study Abroad Program *New Proposal for spring or summer 2021* Due: May 1, 2020

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 the UCF Global Building, Room #115. After proposals have been reviewed by the committee, you will receive feedback about the status of the proposal.

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			

# Program Proposal Forms



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## Spring or Summer 2021 Course Scheduling Information

This form and the process below was developed by UCF Abroad, academic departments and colleges in order to ensure only approved courses, to be delivered as part of a study abroad program, are built and in a manner conducive to registration and reporting.

### Course build process for short-term program course work:

1. All study abroad coursework is approved (using this form) by the chair of the department housing the course(s) at the same time the proposal is signed and before applications are open to students.
2. After the "commitment" deadline (when students must commit to the program) a course build spreadsheet utilizing the information on this form is created and forwarded by UCF Abroad to the appropriate college scheduler. This ensures that unnecessary course work is not built and placed on the academic unit's/ faculty's semester schedule for a program that is not an official "go."
3. The scheduler either builds the course(s) or if past the college build deadline requests that the Registrar build the course(s), according to the course build spreadsheet supplied by UCF Abroad.

#### Note:

\*Courses are built closed. Permission numbers are generated and distributed by the college/ department to the "committed" students via the process used by the individual college/department.

\*Program budgets and faculty compensation are determined by a minimum number of students registered in the minimum number of credit hours for a program as approved by the department chair. UCF Abroad DOES NOT HAVE THE ABILITY TO MONITOR STUDENT COURSE REGISTRATION. It is the responsibility of the interested party in the college or department to ensure student enrollment in associated course work.

\*Please complete one form for each course to be offered.

<b>Study Abroad Program Title</b>	
<b>Semester and Year (ex. Summer A, 2021)</b>	
<small>*To be eligible for maximum Financial Assistance participants must be registered in associated course work <u>during</u> the semester in which the program is approved and advertised to take place. Please designate which summer term.</small>	
<b>Start/ End Date</b>	
<small>*As of Fall 2014, all course instructors are required to document students' academic activity at the beginning of each course. Please note the semester dates listed here.</small>	
<b>Prefix &amp; Number (ex. ARH 3842, SOP 3723)</b>	
<small>*Please verify that course exists in UCF catalog.</small>	
<b>Course Title</b>	
<small>*Title must match that which is listed in the UCF catalog <u>exactly</u>. Courses with the _955 designation may be titled "Study Abroad: Title as approved by department" (e.g. "Study Abroad: Religion in Italy")</small>	
<b>Credit Hours</b>	
<small>*Number must be consistent with the UCF catalog or as approved by department.</small>	
<b>Mode of Instruction (ex. Face-to-Face, Online, Mixed Mode)</b>	
<b>Instructor Name</b>	
<small>*Instructor of record must be approved by UCF as having the credentials to teach a course in this discipline and at this level.</small>	
<b>Grading (ex. ABC, ABCS/U, SU)</b>	
<b>Language of instruction</b>	

Printed Name: \_\_\_\_\_

(Chair of department where course is housed)

## Course Scheduling Form

- Captures the information for the course associated with the program
- This will be used for marketing purposes
- UCF Abroad can coordinate with unit schedulers to conduct the course build process and to assist in facilitating registration at the appropriate time



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# Program Proposal Forms



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## Faculty Appointments Form

- Documents how faculty will be compensated by their department for leading the program and teaching the course
- All documents require the signature of both the Department Chair and college Dean

### Spring or Summer 2021 Short Term Study Abroad Appointments

INSTRUCTIONS: Please fill out this form completely. For departments/units who select to have two Faculty Leaders on one program, be aware that the department/unit will have to compensate each Faculty Leader. No amendments to the terms provided herein will be accepted.

Study Abroad Program: \_\_\_\_\_

Study Abroad Semester and Dates: \_\_\_\_\_

Study Abroad Faculty Leader: \_\_\_\_\_

Additional Study Abroad Faculty Leader (if applicable): \_\_\_\_\_

#### PART 1: To be Completed by the Faculty Leader:

I accept the appointment to lead a Study Abroad program and will attend the required orientation provided by UCF Abroad prior to my departure. I understand that if I do not attend the required orientation, that I will be not be authorized to lead this Study Abroad experience. I further understand that I am expected to learn and follow all of the policies and procedures associated with leading a Study Abroad program, including not only the instructional and operational aspects of the program, but those associated with the health, safety and well-being of the students participating in this Study Abroad experience. I understand that should I have questions or concerns either before I depart, or once I am on my Study Abroad experience, that I should contact UCF Abroad without delay. I also acknowledge that I will contact UCF Abroad **immediately** if there is an emergency affecting the health or well-being of a student(s) while on a Study Abroad experience. Finally, I acknowledge that I am representing the University of Central Florida and will conduct myself accordingly with the upmost of professionalism.

**Program Expenses:** Study Abroad travel and approved expenses will be reimbursed as listed on the UCF Abroad Budget Sheet. The minimum number of students traveling abroad must be met by the commitment deadline, as noted on the UCF Abroad website.

**Faculty Leader Commitment:** As stated on the Budget Sheet, Financial commitments are made by UCF Abroad quickly after a program reaches the minimum number of students. Once this number is reached, and the program is announced as a "go," UCF Abroad considers the Faculty Leader committed to leading the program as advertised. This minimum number may differ from the minimum number of students as listed in Section 2(a). A revised appointments form is required if the minimum number is not met.





# Proposal Review and Acceptance Process

- A committee comprised of faculty, staff and UCF Abroad representatives will review all proposals
- The purpose of this committee process is to initiate and support faculty developing innovative and cost-effective faculty-led study abroad programs that will offer UCF students high-impact international experiences
- All proposals must clearly address intended learning objectives and reinforce the university's commitment to High Impact Practices and the High Impact Experience Initiative (Division of Teaching and Learning)
- More information on these topics can be found online:
  - <https://dtl.ucf.edu/hip/>
  - <https://dtl.ucf.edu/faculty/high-impact-practices/signature-experience/>
- Proposals should also take into consideration the guiding questions on the following slide

# Proposal Review Guiding Questions



- Does the proposed program offer the potential to enhance student and faculty cross-cultural competency?
- Does the proposed program offer an opportunity to enhance the curriculum through study abroad?
- Are the program/course objectives clear and related to the proposed study abroad program?
- Will the program provide opportunities to travel to new countries or regions that are popular or marketable with students?
- Does the program offer coursework that is applicable to a student's major, minor or General Education requirements?
- Does the proposed program increase the accessibility of study/research abroad opportunities for a diverse population?



# Financial Considerations (In brief)

- UCF Abroad will draft a program budget in collaboration with all Faculty Leaders after the proposal review process
- General expenses required to make a program operational should be considered during the program proposal process
- Keep in mind, students will pay a program fee that includes their expenses and Faculty Leader expenses, which are shared across student participants in the program
- Covered expenses include: full DOS per diem, airfare, transport to/from MCO, incidentals, phone charges, all program itinerary elements
- Covered expenses do not include: compensation (this is through the department), flight seat/class upgrades, any activities not directly associated with the full program itinerary



# Questions and Support

All interested faculty are encouraged to reach out to Oliver McSurley, Assistant Director for Faculty-Led and Partner programs in UCF Abroad.

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