Faculty Led Short Term Study Abroad

Study abroad is central to the University's strategic plan. Faculty-led short term study abroad programs are designed to capitalize on the international expertise of our faculty and integrate classroom instruction and experiential learning activities into a carefully planned experience while maximizing the safety of students. Faculty-led study abroad programs should be:

- Academically rigorous
- Supports students graduation progress
- Culturally enriching
- Affordable
- Safe

Faculty are encouraged to submit proposals that enhance the university’s offerings toward these goals. Proposals for faculty-led programs should provide a rationale for conducting the course and explain how the choice of location(s) contributes to the overall education experience. Faculty should have experience in the destination country and preferably speak the language of the country. Experience in leading student groups is helpful but not required. Faculty are required to attend a roundtable meeting annually for training in risk management.

Faculty-led programs are enhanced by immersion into the local culture and community, including with academic institutions wherever possible. Courses should have academic integrity and coherence, and instructors should give careful thought to the integration of experiential learning with course readings, lectures, site visits, independent study and research, and methods of evaluation.

The Global Education Center will work with faculty to create the program cost budget (airfare, housing, meals, excursions and faculty travel expenses) and plan the itinerary. Faculty proposing new short term study abroad programs should discuss their concept and plan with the Global Education Center and then submit the following form to confirm approvals from the Chair, Dean and Global Education Center. Faculty proposing to renew previously approved programs will use a separate form.

Instructions:

1) Complete the new Program Proposal Form.
2) Attach a draft itinerary.
3) Submit all materials to your chair and then your dean. Once you have received chair/dean approvals, send to the Global Education Center by the indicated deadline (April 1 for Winter Session Programs, August 1 for Spring programs and October 1 for Summer programs)

To allow sufficient time for developing new program descriptions, publicity materials, approval of courses, recruitment of students, contracting for travel services and registration and payment by students, faculty should allow a **minimum** of nine months between submitting the initial proposal and the date of travel.