



Faculty-Led Program Form

The form and all supplemental materials must be submitted to the Education Abroad Office at eduabroad@utoledo.edu.

Course Working Title: _____

Person Submitting Proposal: _____

Submission Date: _____

Proposal Checklist

Faculty Leader

- Proposal Form
- Developed syllabus for each course
- Program Provider Information (proposal, itinerary, and budget) (if applicable)
- Detailed Itinerary (including dates and time frames within each day)
- Budget Worksheet
- Unsigned third party/program provider contracts or quotes/bids

IMPORTANT: The Study Abroad Office will acquire all signatures from Department Chairs, College/School Deans, and the Graduate Studies/Continuing and Distance Learning Education Dean. The Study Abroad Office will also seek approval of all contracts, third party arrangements, and partnerships with travel providers and others involved in the FLP. Faculty members should sign and submit proposal and supporting documents directly to the Study Abroad Office.

Faculty Leader/Instructor of Record

Primary Faculty Leader: _____ Title: _____

Telephone: _____ Email: _____

Sponsoring Department: _____

Department Chair: _____ College/School Dean: _____

Additional Leaders

Co-faculty leader -- Name: _____ Dept: _____ Title: _____

Co-faculty leader -- Name: _____ Dept: _____ Title: _____

Will a logistical coordinator accompany the group (i.e. Graduate Assistant, etc.)? _____ Yes _____ No

Name: _____ Title: _____

Brief Description

Learning Objectives and Assessment

Travel Logistics

Please note that all travel to locations currently under a U.S. Department of State Travel Alert or Travel Warning must be approved by the Provost.

Program Site(s) [Cities & Countries]: _____

From which departments do you expect there to be student interest? From which departments will students be recruited?

Do you anticipate students from other institutions enrolling in the program? ____Yes____No
If yes, from which institutions?

Participant Eligibility Requirements (i.e. major, academic standing, minimum GPA, prerequisites, etc.)

Staffing

List Leader Qualifications (international travel, experience traveling with students, making group travel arrangements, working closely with students requiring constant oversight, administrative experience, course content, etc.)

Leader Experience in Host Country:

* If you have not traveled to the host country, please explain how you can maximize the travel experience for the students.

Travel Provider Information (Third Party Vendor/Agency/Host Institution)

If planning to use more than one third party vendor, provide the following information for each one.

***A copy of any potential contract, third party arrangement, or agreement must be attached to this application.**

Organization Name: _____

Contact Person Name: _____

Address (Street, City, State/Province, Country, Postal Code):

Telephone: _____ Fax: _____

Website: _____

Description of Organization/Agency/Provider/Host Institution:

What services will the organization provide prior to departure?

What services will the organization provide on-site?

Proposed Course

List each course that will be offered on the program.

Department	Course Number	Course Title	Language of Instruction	Credit Hours	Contact Hours	Instructor

Is this course cross-listed with any other courses? _____ Yes _____ No

If yes, please indicate cross-listed courses numbers and titles (please note that even for standing course cross-lists, approval must be obtained from the department chairs):

Can the course be taken to fulfill (check all that apply)?

____ Major/Minor Requirements ____ Core Requirements ____ Elective Credit ____ Other: _____

Syllabus Guidelines

A syllabus for each course listed above must be attached to this proposal and should include learning outcomes/goals for the program. In addition to the standard syllabus components, please also demonstrate the number of contact hours taking into consideration the following:

Student Learning Outcomes:

1. Students will demonstrate awareness of multiple perspectives within the global community.
2. Students will investigate and analyze contemporary issues, phenomena, and ideas with global impact, considering their effect on the individuals, communities, and social or natural environments involved.

- Time spent on field trips or academic excursions can count as “contact hours” on a 2-to-1 ratio (i.e., for every two hours spent on an excursion, one hour may be counted as a contact hour). Total contact hours should not exceed six in one day.
- Contact hours should also include the following components:
 - Any required pre-departure class meetings/assignments

Budget Worksheet

All faculty-led programs are self-supporting, which means all related expenses should be managed through student fees and/or external funds. At the same time, making sure that programs are affordable for students is also important. Faculty expenses should be included in the budget and are part of the program fee. Faculty and their departments should discuss questions related to teaching loads prior to submitting the program proposal.

Below is a typical example of a short-term study abroad program budget. Please fill in details for all costs based on quotes and not personal estimates. Be as inclusive as possible (creating additional fields if needed) and account as much as possible for future currency fluctuations in constructing this budget, as the numbers here will be used to generate forms for the Business Office and the Out-of-State Travel Request, and determine a minimum number of participants. Generally, 10-15 students is the minimum needed for a program to be offered, depending on faculty salary and related expenses.

Indicate the contract type for this course: ___ In-Load ___ Over-Load ___ Summer
(In-load and over-load contracts will need to be approved and confirmed with department chair and college dean)

How will students and faculty arrange travel? ___ Group Flight ___ Individual Flights

Will fleet vehicles be used to/from the local airport? ___ Yes ___ No

PROPOSED BUDGET		
Faculty Expenses (<i>per leader</i>)		
Item Description	Total Price	Description (e.g. hotel cost per night)
Room:		
Per Diem:		
Books & Supplies, if applicable:		
Health Insurance (international only):		
Personal (be inclusive):		
Airfare:		
On-site Travel (trains, buses, taxis, etc.)		
Other Travel:		
Immigration (passport, visas, photos, etc.):		
Immunizations/Inoculations:		
Total:		

Student Expenses*		
Tuition: (calculate at self-support rate)		
Room:		
Board:		
Books & Supplies, if applicable:		
Health Insurance (international only):		
Personal (be inclusive):		
Airfare:		
On-site Travel (trains, buses, taxis, etc.):		
Other Travel:		
Immigration (passport, visas, photos, etc.)		
Immunizations/Inoculations:		
Total:		
Group/Miscellaneous Expenses		
Consultant Contracts/Honoraria		
Classroom Reservations		
Fleet vehicle transport and parking		
Other		
Total:		

Signatures

Provide signatures from the primary faculty leader, co-leaders, and logistical leaders (where applicable).

I have reviewed the Faculty-Led Program Guidelines Document. To the best of my knowledge, research, and ability, the information provided on the proposal is true and accurate.

Primary Faculty Leader Name Signature Date

Co-Faculty Leader Name Signature Date

Co-Faculty Leader Name Signature Date

Department Chair Name Signature Date