**UMW Faculty-Led Study-Abroad Proposal Template**

This is an electronic form. Please click on the boxes to respond. They will expand to accommodate your information. When completed, please submit your package to the Center for International Education, located in Lee Hall Room 434. Contact CIE at 540.654.1434 if you have any questions.

**CONTACT INFORMATION**

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| Faculty Member – Primary Point of Contact  |  |
| Title and Department |  |
| Phone |  |
| Email |  |
| Date Submitted |  |

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| Faculty Member – Co-Leader (if any)  |  |
| Title and Department |  |
| Phone |  |
| Email |  |

**PROPOSED PROGRAM OVERVIEW**

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| Program Name  |  |
| Proposed Term |  |
| Proposed Dates |  |
| Proposed Location(s) |  |
| International University Partner (if applicable) |  |
| Education Abroad Provider for logistical arrangements (if applicable) |  |
| What is the purpose of the proposed program? |  |
| Why was the proposed location selected? How is the course enhanced by the overseas location?  |  |
| How does the course fit with your academic area of expertise and with similar courses that you have taught on the UMW campus? |  |
| Describe any experience faculty director(s) has/have in leading or teaching groups of students abroad.  |  |
| Please summarize any discussions that you have already had with contacts in the U.S. or abroad regarding this proposal. |  |
| Are you fluent in the language of the host country? If you are not, who would act on site as the translator for the proposed in setting up the program logistics and in providing translation services during the program? |  |

**PROGRAM FOCUS**

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| Who is the program designed to serve (*e.g*., specific majors or minors, students with background in a certain language, etc.)  |  |
| Is there demonstrable interest among students? Please explain. How many students would go on the program? |  |
| How does the academic component of the program fit with corresponding academic programming here at UMW? |  |
| How would the program differ from current study abroad offerings, or would it replace a current offering? |  |

**ACADEMIC DETAILS**

Please submit a course syllabus with this proposal. Write a paragraph or two briefly addressing the following:

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| Will students matriculate at an overseas institution? If so, please provide a list courses they would be eligible to take. Are these courses offered exclusively for foreigners, or would students be integrated with students from the host country? |  |
| If students do not matriculate directly into an overseas institution, who will be teaching the course(s)? |  |
| For UMW course offerings: List course title(s), course number(s) and number of credits for each UMW course offered on the program. |  |
| Where will the classes be held? Describe any guest lecturers the program might have, and the topics they will address. |  |
| If applicable, has the course been reviewed by the appropriate curriculum review committee or your School or College? Please attach a copy of the committee's approval of the course. |  |
| Does the course meet SCHEV requirements for contact hours? (15 contact hours = 1 credit)Please describe. |  |
| In what language would the course be taught? Is there a language pre-requisite? |  |
| What other course prerequisites would be required? |  |
| How is the student’s work evaluated and what is the grading scale? (Skip this question if this is already explained in the syllabus.) |  |
| If students will be taking courses at an overseas institution, who will be issuing the transcript? If applicable, please provide an equivalency chart for credits and information about the grading system used at the overseas institution. |  |
| Does the course fulfill requirements for a specific major? If so, please describe. |  |
| Could the course be used to fulfill a core requirement? If so, please describe. |  |

**DEPARTMENTAL/COLLEGE AND FACULTY SUPPORT FOR THE PROGRAM**

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| Please describe the departmental support that you have for the program. As mentioned earlier, the program will belong to a Department or College, and the support of the Chair or Dean is critical. Please attach a letter of support from the Chair or Dean supporting this proposal.  |  |
| How does the program contribute to the mission of the University of Mary Washington in general and the academic Department or College who will be sponsoring the program in specific? |  |
| Please describe support from other faculty in the academic unit supporting the program. |  |
| Would the Department and fellow faculty allow you to do class visits to recruit students for the program? |  |

**SERVICE PROVIDERS ON SITE**

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| Do you have contacts with on any organizations that could provide services to the program? If so, Please describe the nature of the services provided and who your contacts are. Also describe your familiarity with any other U.S. institutions that offer programs at this location using this company/provider. |  |
| What on-site support is available (for academic advising, course registration, emergencies, housing, counseling, field trip organization, integration into the community, etc.) Please describe in detail. |  |

**HEALTH AND SAFETY**

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| What health/safety/security issues are there in the city and country where the students will be staying?  |  |
| Do students have 24/7 access to staff overseas in the event of an emergency? |  |
| Who will be conducting a safety assessment of the host city and neighborhoods where students would live?  |  |
| What on-site support is available for crisis management?  |  |

**VISA/ENTRY REQUIREMENTS FOR U.S. CITIZENS**

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| Do U.S. students need a visa or other documents to enter and remain in the host country to participate on this program? Please describe. (Non-U.S. students will be responsible for any alternate visa requirements as applicable.) |  |

**BUDGET AND FEE INFORMATION**

Please note that the ideal number of participants for a short-term program abroad 10. Most new program budgets are based on 10 participants. Without the required number of participants (i.e. 10), the total program fee will need to be recalculated and any resident director expenses (budgeted salary or stipend) may need to be pro-rated according to the program fees collected.

**Faculty-Led Program Fact Sheet**

The Faculty-Led Program Fact Sheet will provide CIE with an overview of the overall program budget and expenses as well as the final amount of the program costs per student. Upon approval, this information will also be shared with the Office of the Provost, and the Administration and Finance Office. CIE will also use it for program advertising and marketing purposes.

Please use the Fact Sheet as a tool to calculate expenses and program costs and submit a draft copy as part of your proposal package. The final version of the Fact Sheet with signatures must be submitted to CIE after the program proposal is approved and a FOAPL has been assigned.

Download the Fact Sheet here: <http://international.umw.edu/faculty/>

**Program Cost**

The following costs must be included in the budget for a program:

* Logistical Expenses (lodging, dining, tours, and transportation while abroad, tuition to affiliate programs, etc.)
* Resident Director Salary (equivalent to on campus salary for teaching the same number of summer credit hours) plus FICA
* Director Airfare, round trip from the DC area to the destination abroad
* Director Meal Stipend
* Ground Transportation to/from DC
* Ground Transportation to/from destination airport
* Mandatory Insurance for both students and director
* Study Abroad Fee: The Center for International Education assesses a fee of $20.00 per participant per program week.  Along with the medical insurance fee, the study abroad fee should be included in the total program cost per participant. This fee is non-refundable and is transferred in one lump sum from the Program FOAPAL to the CIE FOAPAL once the program roster is finalized.

**Additional Costs for Students**

In addition to the cost of the study abroad program paid to UMW, students are responsible to cover their airfare if not included in the program fee, books, meals not included in the fee, immunizations, passport expense, and personal expenses. Faculty directors should have an estimated cost for additional expenses available for interested students.

**RECRUITING STUDENTS**

In order to succeed, faculty-led programs require a commitment on the part of the faculty director to promote the program on campus. The minimum number of students needed for a program to run is usually 10, which is the average size of a UMW faculty-led program. Most students who participate on faculty-led programs are recruited personally by the director.

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| Are directors available to do outreach for the study abroad program during the two semesters before the program will run?  |  |
| Describe the outreach that directors could do for the program, including the type and number of class or club visits. |  |
| Which faculty or advisors would be willing to help promote the program in their classes or events? |  |
| Describe any other support you would receive from other departments on campus in publicizing the program to targeted majors or students groups. |  |

**ADDITIONAL COMMENTS**

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| Please use this space to provide any additional information that will help CIE and the Office of the Provost evaluate your proposal. |  |

**SUPPLEMENTAL INFORMATION TO SUBMIT WITH THIS PACKAGE:**

1. Course syllabus, including learning objectives, grading scale, and grading criteria
2. Brief CV
3. Letter of support from your academic department
4. Draft Copy of Fact Sheet (no signatures required)
5. Faculty-Led Program Logistics Questionairre