# **Faculty-led 2023 study abroad/study away proposal form**

# 1. Program information

|  |  |
| --- | --- |
| **Name of Program:** | Click or tap here to enter text.  |
|  |  |
| **Location:** | Click or tap here to enter text. |
|  |  |
| **Trip beginning date\*:** | Click or tap here. |  **Trip ending date\*:** | Click or tap here. |

**\*(This date should be the date that students fly out of the U.S. on, not the date they arrive in the host country.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Program beginning date\*\*:** | Click or tap here. |  **Program ending date\*\*:** | Click or tap here.  |

**\*\*(Only if classes and or assignments are held/due before and/or after the trip)**

|  |
| --- |
| [ ]  Term 1 [ ]  Term 2 [ ]  Regular Summer [ ]  May Interim [ ]  August Interim [ ]  January Interim [ ]  Other |
|  |
| **Minimum number of Students**: | Click or tap here. |  **Maximum number of Students**: | Click or tap here. |

Has the Program been offered before, and if so, **when** and what was it’s **enrollment**:

|  |
| --- |
| Click or tap here to enter text. |

# 2. faculty coordinator information

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Faculty Program Coordinator**: | Click or tap here to enter text. | **W#:** | Click or tap here to enter text. |
|  |  |  |  |
| **College & Department**: | Click or tap here to enter text. |
|  |  |  |  |
| **Office Phone #:** | Click or tap here to enter text. | **Email:** | Click or tap here to enter text. |
|  |  |  |  |
| **Office Location:** | Click or tap here to enter text. | **Box #:** | Click or tap here to enter text. |
|  |  |  |  |
| **Cell Phone #:** | Click or tap here to enter text. |

# 3. ADDITIONAL FACULTY (If ApplicablE) excluding coordinator

|  |  |  |
| --- | --- | --- |
| **Additional Faculty # 1: Traveling** | **Yes** [ ]  **No** [ ]  |  |
|  |  |  |  |
| **Name:** | Click or tap here to enter text. | **W#:** | Click or tap here to enter text. |
|  |  |  |  |
| **Email:** | Click or tap here to enter text. | **Office Phone #:** | Click or tap here to enter text. |
|  |  |  |  |
| **Office Location:** | Click or tap here to enter text. | **Box #:** | Click or tap here to enter text. |

|  |  |  |
| --- | --- | --- |
| **Additional Faculty # 2: Traveling** | **Yes** [ ]  **No** [ ]  |  |
|  |  |  |  |
| **Name:** | Click or tap here to enter text. | **W#:** | Click or tap here to enter text. |
|  |  |  |  |
| **Email:** | Click or tap here to enter text. | **Office Phone #:** | Click or tap here to enter text. |
|  |  |  |  |
| **Office Location:** | Click or tap here to enter text. | **Box #:** | Click or tap here to enter text. |

|  |  |  |
| --- | --- | --- |
| **Additional Faculty # 3: Traveling** | **Yes** [ ]  **No** [ ]  |  |
|  |  |  |  |
| **Name:** | Click or tap here to enter text. | **W#:** | Click or tap here to enter text. |
|  |  |  |  |
| **Email:** | Click or tap here to enter text. | **Office Phone #:** | Click or tap here to enter text. |
|  |  |  |  |
| **Office Location:** | Click or tap here to enter text. | **Box #:** | Click or tap here to enter text. |

# 4. faculty qualifications/details

Describe the qualifications of the program coordinator and teaching faculty in regards to the host site(s) and language(s). Include any previous experience teaching in a group study abroad program.

|  |
| --- |
| Click or tap here to enter text. |

# 5.Course(s) to be taught as part of the program

Cross-listing of courses within and/or across disciplines and offering both undergraduate and graduate level credit options is recommended whenever possible to broaden the applicant pool.

**ADDITIONAL COURSES WILL NOT BE PERMITTED ONCE OFFICIAL APPROVAL IS OBTAINED.**

|  |
| --- |
| **Course #1** |
|  |  |  |  |  |  |
| Subject (e.g. ENGL): | Click or tap here. | Course #: | Click or tap here. | # Credits: | Click or tap here. |
|  |  |  |  |  |  |
| Requirements fulfilled (if any) i.e. core category/major/minor: | Click or tap here to enter text. |
|  |  |
| Prerequisites (if any): | Click or tap here to enter text. |
|  |  |
| *Note:* *Prerequisites for existing courses may be adjusted or waived with the approval of the academic department/college if appropriate* |
|  |  |  |
| Textbook Rental: | [ ]  Yes [ ]  No  |  (If yes, add $50 per course) |
|  |  |  |
| [ ]  Attach a Study Abroad course syllabus for each Study Abroad course to be offered. The syllabus should be **specific for the Study Abroad program** and address the required readings, educational activities, means of student assessment, and grading methods. Include a table documenting **2,250 minutes** of academic content for each three credit-course. |

|  |
| --- |
| **Course #2** |
|  |  |  |  |  |  |
| Subject (e.g. ENGL): | Click or tap here. | Course #: | Click or tap here. | # Credits: | Click or tap here. |
|  |  |  |  |

|  |  |
| --- | --- |
| Requirements fulfilled (if any) i.e. core category/major/minor: | Click or tap here to enter text. |
|  |  |
| Prerequisites (if any): | Click or tap here to enter text. |
|  |  |
| *Note:* *Prerequisites for existing courses may be adjusted or waived with the approval of the academic department/college if appropriate* |
|  |  |  |
| Textbook Rental: | [ ]  Yes [ ]  No  |  (If yes, add $50 per course) |
|  |  |  |
| [ ]  Attach a Study Abroad course syllabus for each Study Abroad course to be offered. The syllabus should be **specific for the Study Abroad program** and address the required readings, educational activities, means of student assessment, and grading methods. Include a table documenting **2,250 minutes** of academic content for each three credit-course. |

|  |
| --- |
| **Course #3** |
|  |  |  |  |  |  |
| Subject (e.g. ENGL): | Click or tap here. | Course #: | Click or tap here. | # Credits: | Click or tap here. |
|  |  |  |  |  |  |
| Requirements fulfilled (if any) i.e. core category/major/minor: | Click or tap here to enter text. |
|  |  |
| Prerequisites (if any): | Click or tap here to enter text. |
|  |  |
| *Note:* *Prerequisites for existing courses may be adjusted or waived with the approval of the academic department/college if appropriate* |
|  |  |  |
| Textbook Rental: | [ ]  Yes [ ]  No  |  (If yes, add $50 per course) |
|  |  |  |
| [ ]  Attach a Study Abroad course syllabus for each Study Abroad course to be offered. The syllabus should be **specific for the Study Abroad program** and address the required readings, educational activities, means of student assessment, and grading methods. Include a table documenting **2,250 minutes** of academic content for each three credit-course. |

|  |
| --- |
| **Course #4** |
|  |  |  |  |  |  |
| Subject (e.g. ENGL): | Click or tap here. | Course #: | Click or tap here. | # Credits: | Click or tap here. |
|  |  |  |  |  |  |
| Requirements fulfilled (if any) i.e. core category/major/minor: | Click or tap here to enter text. |
|  |  |
| Prerequisites (if any): | Click or tap here to enter text. |
|  |  |
| *Note:* *Prerequisites for existing courses may be adjusted or waived with the approval of the academic department/college if appropriate* |
|  |  |  |
| Textbook Rental: | [ ]  Yes [ ]  No  |  (If yes, add $50 per course) |
|  |  |  |
| [ ]  Attach a Study Abroad course syllabus for each Study Abroad course to be offered. The syllabus should be **specific for the Study Abroad program** and address the required readings, educational activities, means of student assessment, and grading methods. Include a table documenting **2,250 minutes** of academic content for each three credit-course. |

[Click for Additional Courses](http://www.southeastern.edu/acad_research/programs/ii/faculty/assets/2023AdditionalCourses.docx)

**5. a. Course format**

|  |
| --- |
| [ ]  Course takes place entirely abroad (some meetings and/or assignments begin prior to departure or after return as needed) |
| [ ]  Overseas component embedded in a larger course context taught on campus during regular term, occurring in the beginning, middle, or end |
| [ ]  Hybrid model with some class meetings taking place on campus leading up to abroad portion |
| Academics (Check all applicable) |
| [ ]  Faculty member(s) teaching in classroom space and/or on site (museum, cultural locale, etc.) |
| [ ]  Lectures by guest speakers and local experts |
| [ ]  Class(es) taught by non-Southeastern faculty (e.g. language institute, or host institution) |
| [ ]  Service-learning component integrating community service with guided instruction and reflection by faculty member or contracted local instructor |
| [ ]  Research component or project |
| [ ]  Language acquisition |

**5. b.** If any of the courses is a 400/500 level, what are the requirements for the graduate component?

|  |
| --- |
| Click or tap here to enter text. |

**5. c.** If program will be open for audit.

|  |
| --- |
| [ ]  Yes [ ]  No |

**5. d.** [Students Course-load Minutes Count Form](http://www.southeastern.edu/acad_research/programs/ii/faculty/assets/StudentsCourseload-Minutes_CountRevised-3_14_22.xlsx)

# 6. Program DETAILs

**6a**. Please explain your rationale for choosing the course(s) and the proposed location(s).

|  |
| --- |
| Click or tap here to enter text. |

**6b**. What are the academic and program goals?

|  |
| --- |
| Click or tap here to enter text. |

**6c**. How does the proposed program fit the departmental and college/school/unit goals for providing international experiences for students?

|  |
| --- |
| Click or tap here to enter text. |

**6d**. Describe all of the proposed excursions (day of overnight trips outside the program location) and their connection to the academic focus of your course(s).

|  |
| --- |
| Click or tap here to enter text. |

# 7. Course outline

|  |
| --- |
| [ ]  **7a.** Attach a Study Abroad course syllabus for each Study Abroad course to be offered. The syllabus should be **specific for the Study Abroad program** and address the required readings, educational activities, means of student assessment, and grading methods. Include a table documenting **2,250 minutes** of academic content for each three credit-course.[ ]  **7b.** Attach a tentative daily itinerary of activities covering all program and trip dates. The itinerary should include a listing of orientation sessions, pre-trip meetings, trip dates, and post trip date activities. |

# 8. Lodging

|  |
| --- |
| Type of Housing (check one) [ ]  Hotel [ ]  Dormitory [ ]  Home-stay [ ] Other  |

Describe the housing arrangements for students and faculty – location, amenities provided, number of students per room, and medical facilities. Provide the contact information for each establishment.

|  |
| --- |
| Click or tap here to enter text. |

# 9. Meals

State if meals are included in the program and whether or not faculty meals will be included as well. Also, state whether the menus are set or if the participants have an option. If some or all meals are not provided, state how much additional money should the participants budget to cover meals.

|  |
| --- |
| Click or tap here to enter text. |

# 10. Emergency Services

Detail what emergency services that will be available to students and faculty on the program.

|  |
| --- |
| Click or tap here to enter text. |

Detail the CDC vaccination requirements and recommendations for all countries of travel in the program itinerary (cdc.gov). Include medical care available in the region, proximity to emergency medical services, whether or not 24 hour security is available on the premises, proximity to police or security officers, etc.

|  |
| --- |
| Click or tap here to enter text. |

# 11. Travel Arrangements and ground transportation

(If the program will require rental vehicles, fill out Vehicle Rental form at <http://www.southeastern.edu/admin/controller/facultystaff/travel/assets/Vehicle_Rental_Form_030921_WD.pdf>, and attach a copy of the completed and signed form.)

|  |
| --- |
| [ ]  Copy attached (if applicable). [ ]  Detailed rate information or contract attached for each. |

**11.a.** Description provider

Description, provider, and cost of any other services:

|  |
| --- |
| Click or tap here to enter text. |

# 12. Student Selection and recruiting

Discuss criteria to select students for this program, to be consistent with general institution standards. How much time do you feel you will be able to devote to recruiting students each week? What types of recruiting activities are you considering in order to let students know about your program?

|  |
| --- |
| Click or tap here to enter text. |

# 13. Estimated program budget – [Click here, right click, or Ctrl+Click to follow link for budget worksheet](http://www.southeastern.edu/acad_research/programs/ii/faculty/assets/Budget_Worksheet_2023_3.xlsx)

# 14. Faculty Member agreement

**By signing this, I agree that I have reviewed the proposal described above and certify that the program meets the Department and University Standards for quality and content of coursework. I also certify that the terms of the program, as described above, are in accordance with State, Board, and University Policies. I also agree to carry out the following responsibilities:**

* Submit an addendum to this proposal should any significant portion of the program change (i.e. Addition/changes to course content, excursions or program activities) before the stipulated dead line and prior to departure.
* In the event you are unable to attend, you agree to assist the school/college in finding and selecting a replacement faculty coordinator.
* Attend mandatory workshops for faculty and students (travel and orientations) during the year prior to the program’s departure
* Strongly encourage students to complete a Study Abroad on-line program evaluation.
* Submit grades for each student in attendance of the program, by the stipulated deadline
* Submit an evaluative report of the program within 45 days of program completion
* Submit all receipts and any remaining funds to IIO within ten days of travel completion.

**Faculty Coordinator Signature: Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Additional Faculty #1 Signature: Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Additional Faculty #2 Signature: Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Additional Faculty #3 Signature: Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Department Head #1:** By signing below, I attest that this course abroad proposal meets the stated academic and cultural outcomes, as well as the academic standards of the department. I further approve and endorses the Faculty Coordinator being assigned to lead this program as assigned herein.

**Signature: Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_**

**Department Head #2:** By signing below, I attest that this course abroad proposal meets the stated academic and cultural outcomes, as well as the academic standards of the department. I further approve and endorses the Faculty Coordinator being assigned to lead this program as assigned herein.

**Signature: Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_**

**Dean #1:** By signing below, I attest that this study abroad proposal meets its stated academic and cultural outcomes, and I approve its listing. I concur with the Department Head’s assessment of the academic merit of the program.

**Signature: Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_**

**Dean #2:** By signing below, I attest that this study abroad proposal meets its stated academic and cultural outcomes, and I approve its listing. I concur with the Department Head’s assessment of the academic merit of the program.

**Signature: Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_**

**Director of Study Abroad and Global Engagement:**

**Signature: Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_**

**Provost:**

**Signature: Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_**

Please make a copy for your records. When you have signed the document, please hand deliver entire proposal folder to the Study Abroad and Global Engagement office or call 2135 for pick-up.

Phone#: 985‐549‐2135

Fax#: 985‐549‐3478

Email: **studyabroad@southeastern.edu**

**Study Abroad and Global Engagement**

**Southeastern Louisiana University**

**Student Union, Suite 1303**

**303 Texas Ave.**

**Hammond, LA 70402**