



FACULTY-LED 2022 STUDY ABROAD/STUDY AWAY PROPOSAL FORM

1. PROGRAM INFORMATION

Name of Program:

Location:

Trip beginning date*:

Trip ending date*:

**(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:**

Program ending date:**

**** (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 Spring Break
- Other

Minimum number of Students:

Maximum number of Students:

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

2. FACULTY COORDINATOR INFORMATION

Name of Faculty Program Coordinator:

W#:

College & Department:

Office Phone #:

Email:

Office Location:

Box #:

Cell Phone #:

3. ADDITIONAL FACULTY (IF APPLICABLE) EXCLUDING COORDINATOR

Additional Faculty # 1: Traveling Yes No

Name:

W#:

Office Phone #:

Email:

Office Location:

Box #:

Additional Faculty # 2: Traveling Yes No

Name:

W#:

Office Phone #:

Email:

Office Location:

Box #:

Additional Faculty # 3: Traveling Yes No

Name:

W#:

Office Phone #:

Email:

Office Location:

Box #:

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.

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):

Course #:

credits:

Requirements fulfilled (if any) i.e. core category/major/minor:

Prerequisites (if any):

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):

Course #:

credits:

Requirements fulfilled (if any) i.e. core category/major/minor:

Prerequisites (if any):

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): Course #: # credits:

Requirements fulfilled (if any) i.e. core category/major/minor:

Prerequisites (if any):

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): Course #: # credits:

Requirements fulfilled (if any) i.e. core category/major/minor:

Prerequisites (if any):

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](#)

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?

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

- Yes No

6. PROGRAM DETAILS

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

6b. What are the academic and program goals?

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

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).

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.

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.

10. EMERGENCY SERVICES

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

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.

11. TRAVEL ARRANGEMENTS AND GROUND TRANSPORTATION

(If the program will require rental vehicles, fill out Vehicle Rental form at <https://www.southeastern.edu/admin/controller/facultystaff/travel/VehicleRentalForm2018.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:

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?

13. ESTIMATED PROGRAM BUDGET – [CLICK HERE, RIGHT CLICK, OR CTRL+CLICK TO FOLLOW LINK FOR BUDGET WORKSHEET](#)

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 International Initiatives

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 International Initiatives office or call 2135 for pick-up.

Phone#: 985-549-2135

Fax#: 985-549-3478

Email: studyabroad@southeastern.edu

Web: http://www.southeastern.edu/acad_research/programs/ii/students/programs/index.html

**International Initiatives
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Hammond, LA 70402**