



## Southeastern Faculty-Led Study Abroad/Study Away Proposal Guidelines

- All faculty-led credit-bearing programs are administered by Southeastern Study Abroad & Global Engagement Office (SAGE) in partnership with Southeastern academic units and colleges. Any faculty member who wishes to lead a program domestically or overseas that carries academic credit must submit a proposal and be approved by the Southeastern Faculty-Led Study Abroad/Away Programs Committee and adhere to the policies and procedures regarding faculty-led programs.
- Academic department(s) and college(s) are responsible for reviewing and endorsing all academic components of the proposed program including course subject matter, instructional methods, syllabus(i), and contact hour requirements (see below). The academic department head(s) must complete and sign the *Academic Department Checklist* before forwarding the proposal to the college dean(s) for review and signature.
- Southeastern courses offered on faculty-led study abroad/away programs must be of comparable academic rigor to those offered on campus. The number of credits associated with the program will be based on the number of contact hours. Faculty-led programs are designated as SA courses requiring a minimum 12.50 contact hours per one credit hour (37.5 per three credit hours). Contact hours may include class time, guest lectures, academic visits, field trips/excursions, group learning activities, general or program specific orientation meetings, research, service-learning activities, community projects, volunteer time, and cultural activities or visits conducted prior to, during, and/or after the 'in location' program dates that are relevant to the specific course. Travel time and meals should NOT be included unless a specific instructional or learning activity (group discussion, lecture, group debrief, team-building activity, guest speaker) is being conducted during that time.
- Courses being taught on faculty-led programs must meet the learning objectives indicated in the university approved syllabus. Adaptations to the course outline, learning activities, and assignments may be made with the approval of the department head(s) and college dean(s) to reflect the context in which it will be taught and to ensure the content relates to the host country/region. The proposal should indicate how the proposed learning activities meet the course objectives.
- Course(s) offered abroad/away must relate to the host country/region and be taught in context.
- All Southeastern faculty-led study abroad/study away programs are self-supporting. All costs of offering the program, including faculty salary and expenses, are included in the program fee charged to the students. Regular Southeastern tuition and fees are NOT charged for faculty-led programs; instead a unique fee is set for each program. Efforts must be made to keep such costs to a minimum without jeopardizing the quality of the program. Financial support through grant funds or the academic department/ college to provide scholarships and reduce student costs is encouraged.
- Faculty Coordinators and additional faculty are paid an amount for leading a study abroad/away program not to exceed \$4,000 plus fringe benefits. They are not paid per course. Travel and living expenses are covered for Faculty Coordinators and Program Assistants per the program budget. All expenses, meal per diem rate in the host city or cities must be calculated following state regulations. ([See State Travel information](#))
- A program will typically have one Faculty Coordinator. If the program is associated with more than one course (taught by Southeastern faculty) and participants will earn a total of 6 credits, an additional Faculty member may be considered. The additional Faculty will have equal teaching duties, receive a salary, and their program expenses will be covered. Faculty Coordinators may choose to split one full salary or take a reduced salary should the cost of two full salaries be prohibitive to the program budget. Only traveling teaching faculty on each program may receive a salary.
- An additional faculty or graduate assistant may accompany the Faculty Coordinator in a supportive role as a Program Assistant if the program budget allows. Rationale must be provided for the Program Assistant. The Program Assistant will NOT receive a salary and will NOT have teaching duties but their program expenses will be covered.
- Minimum and maximum enrollment numbers will be determined during the program development phase.