

**Proposal for**

**Faculty-Led Summer Short-Course Abroad Program (2019)**

**INSTRUCTIONS:**

1. Complete this form and save a copy as a PDF.
2. Email the PDF to the Office of Learning Abroad at [tessadouglas@suu.edu](mailto:tessadouglas@suu.edu).
3. Send a copy to your department chair and dean for approval.
4. Your department chair and dean may indicate their approval by signing on the lines below and returning this page to the Office of Learning Abroad OR by sending an email to [tessadouglas@suu.edu](mailto:tessadouglas@suu.edu) with your name and program title, along with a message indicating their approval.

**DEADLINE:** September 15 at 5:00 p.m.

Program Director(s):

Sponsoring Department(s):

Director e-mail address(es):

Proposed program name:

Program location(s):

Proposed program dates (students’ first and last days at program site):

Courses offered (please list every course you plan to offer. Additions made after your proposal has been approved must go through the approval process again.) Your department chair’s signature indicates he/she has approved you to teach this course as part of your study abroad program, and indicates overall program approval as well.

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| --- | --- | --- | --- | --- |
| Course # | Course Name | # of Credits | Instructor(s) | Dept. Chair Signature |
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**SIGNATURES:**

This program is approved by:

Academic Dean Date

Additional Academic Dean Date  
(if courses are offered through more than one department)

The Advisory Board for Learning Abroad (ABLA), a group of faculty, staff, and students representing SUU’s 6 colleges, governs all the academic programs abroad offered by the Office of Learning Abroad. The ABLA will review your proposal and either approve it as it is or request resubmission following recommended revisions.

Please answer all of the questions below:

1. What is the name you would like to propose for your program? (We recommend that your study abroad program name be short and indicate clearly the location and discipline of study, such as “Theatre in London,” “Family Life & Nutrition in Japan,” “German in Austria,” etc.)
2. How does the program contribute to the mission of SUU and the mission of the academic department overseeing the academic quality of the program?
3. Whom is the program designed to serve (e.g. specific majors, General Education students, students who speak a particular language from any major, etc.)? How do you know there is demonstrable interest among these students to participate in your study abroad program?
4. What is the design of the program? (Please respond to all of the questions below.)
5. What are the proposed beginning and ending dates of the program (the first and last dates the students will be at the program site)?
6. In what city/cities will it take place?
7. Who will lead the program?
8. What course(s) will be offered for credit? (The course must be listed in the current catalog, and the program must meet the requirement for contact hours.)
9. How will the courses be enhanced by their setting abroad? Please list planned activities, excursions, museum visits, etc., for each individual course listed in section 4.d above. (*Note that only courses listed in this proposal form can be offered on your study abroad program. You will not be allowed to add courses after the proposal has been approved without permission from the ABLA.*)
10. What language skills and/or course prerequisites will be required?
11. What infrastructure requirements will be necessary for this program (e.g., housing, classrooms, local field trips, etc.)? How and by whom will these be arranged?
12. What expertise and experience does the faculty member have to lead the program?
13. What are the safety and security risks at the proposed program site(s), and how will your Emergency Action Plan address them?
14. How will broad faculty support of the proposed program be demonstrated? (This is critical for making a program economically viable, since the most important reason students cite in their decision to study abroad is faculty encouragement.)
15. How would the program differ from current study abroad offerings, or would it replace a current offering? If the latter, what compelling arguments are there for such a replacement (e.g. better academic offerings, less expensive, more attractive location, etc.)?

**BUDGET**

The ABLA will consider not only all of the above, but also the financial risk to the University. The Program Director, in consultation with the Office of Learning Abroad, develops all program budgets. Please complete the Program Budget form below with estimates accurate at the time of your proposal submission. We strongly recommend that you use exchange rates that are at least 10% higher than current rates in order to cover fluctuations in exchange rates and program costs at the time payments are made.

Minimum number of students:   
Maximum number of students:   
Exchange rate used for calculations:

Student Program Costs

Program Director teaching fee: $250/student

Office of Learning Abroad fee: $200/student

International Insurance: $50/student

$500

International Lodging:

International Activities & Travel:

Instructor Costs (divide “Total Instructor Costs” below by “Minimum Number of Students” above):

Other (give details):

**Program Fee per Student:**

Program Director Costs (to be funded with student fees)

Instructor Airfare:

Instructor Lodging:

Instructor Meals:

Instructor Travel to/from US Airport:

Instructor Travel at Destination:

Instructor Cell Phone:

Instructor Other Costs:

Instructor Insurance: $50

**Total Instructor Costs:**

List below the anticipated costs not included in the Program Fee paid by students. Costs that are sometimes not covered in the student’s total program fee include airfare, meals, travel to/from the U.S. airport, and travel at destination.

**Notes:**

1. **If your program spends more than you budgeted, the excess amount will be deducted from the Program Director teaching fee of $250/student.**
2. **Only those costs described in this proposal and approved by the ABLA will be reimbursed.**
3. **Once your program price has been approved, it cannot be modified**
   1. **More than once**
   2. **After February 20**
4. **No course additions or changes may be made after February 20**