

UNIVERSITY OF CENTRAL ARKANSAS

Faculty-Led STSA Proposals 2013 / 2014



A MESSAGE TO POTENTIAL FACULTY LEADERS:

Studying abroad is one of the most challenging and rewarding adventures students can experience during their college career. Thank you for your interest in leading a program abroad. The Office of Study Abroad (OSA), within the Division of International Engagement (IE), is committed to preparing our students for global citizenship and furthering international education through programs like yours.

To assist you in your proposal process, this guide as well as website resources and OSA staff are available to you. You are encouraged to review and utilize the information provided as you design your program. In the early stages of creating your proposal, it will be reviewed by Department Chairs, College Deans and personnel within the OSA and IE to ensure an academically sound, cost effective, student focused program with the safety and security of all parties involved is in place. To conclude, an official review by IE and the Office of the Provost will take place. All proposals approved will be announced and priced for marketing and promotion.

Guidelines for Short Term Study Abroad (STSA) Courses have been developed to ensure that:

- 1) Course outcomes are equivalent to the course that is offered on campus;*
- 2) Planned experiences and selected venues are consistent with the mission of the sponsoring department;*
- 3) All faculty with an interest have the opportunity to propose a study abroad course;*
- 4) The educational program is affordable to students;*
- 5) The safety and security of all participants are central to the planning and management of the travel experience.*

2013/2014 PROPOSAL TIMELINE & DEADLINES

June 2013: Annual Call for Proposals sent out by Office of the Provost

June - July 2013: Proposal Review Meetings with faculty and Office of Study Abroad personnel

Friday, July 26, 2013: STSA 2014 Proposal Deadline

Fall 2013: Approved STSA 2014 Programs Published by Office of the Provost

UCA Office of Study Abroad
118 Irby Hall Room • 201 Donaghey Avenue • Conway, Arkansas 72035
(p) 501-450-3646 • (f) 501-852-0062 • studyabroad@uca.edu • www.uca.edu/studyabroad
Facebook: UCA Office of Study Abroad • Twitter/Instagram @UCA_StudyAbroad

PROPOSAL CHECKLIST
FACULTY-LED SHORT TERM STUDY ABROAD PROGRAM
UNIVERSITY OF CENTRAL ARKANSAS

A COMPLETE PROPOSAL WILL INCLUDE:

Proposal Application Form completed by the Faculty Leader(s)... *One form per program.*

Faculty Leader Profile... *One form per faculty leader.*

Syllabus for EACH Course Proposed... *Utilize template provided and attach your own syllabus.*

The following details should be addressed in the proposed course syllabus for EACH study abroad course:

- Where/how class meetings will be conducted prior to departure, while abroad and upon return home.
- Summary of the proposed program detailing learning objectives and benefits of offering named courses abroad as they support the university's strategic plan.
- Number of hours per week that class will meet and how assignments, participation and attendance will work toward a final grade.

Itinerary... *One form per program utilizing the form template available at <http://uca.edu/studyabroad/uca-faculty/>. If you are working with a partner school or vendor, attach the tour package and price quote provided to you.*

- Daily itinerary with all intended site visits/excursions required for the program.
- Explanation of how each item is arranged and paid for.
- Plans for group accommodations (i.e. host family, hotel, residence hall), meals and transportation while abroad.
- Contact name and details (including website and email address) for facilities, subcontracting agencies, partner institutions or vendors proposed to provide services for this program.
- List the estimated contact hours involved throughout the itinerary of meetings and events.

Program Budget... *One budget per program.*

Please submit your budget utilizing the form template available at <http://uca.edu/studyabroad/uca-faculty/>.

Guidelines & Terms of Agreement... *One set per faculty leader.*

Approval Form

Each proposal should include the signatures of the chair of the academic department(s) housing proposed courses as well as the dean of the college(s) involved. The Office of Study Abroad will facilitate the collection of signatures from the Assistant Provost/Director of International Engagement and the Provost/Vice President for Academic Affairs.

Whether you are an experienced Faculty Leader or this is your first time to propose a program, you are encouraged to schedule a meeting with the Office of Study Abroad to discuss any successes, challenges or views on recruitment efforts, pricing, itinerary design, logistical issues or other thoughts involving your program.

PROPOSAL APPLICATION FORM
FACULTY-LED SHORT TERM STUDY ABROAD PROGRAM
UNIVERSITY OF CENTRAL ARKANSAS

Programs involving multiple Faculty Leaders from one or more academic departments should collectively submit ONE Proposal Application Form with the appropriate attachments.

Program Title: _____
The program title often includes the location and suggests the focus of study.

Travel Dates: Start (mm/dd/yy) _____ **End (mm/dd/yy)** _____
Allow flexibility in departure and return dates. You are encouraged to schedule your program within the perimeters of UCA summer courses.

Course(s): *Identify the courses you plan to offer on your study abroad program. The number of courses should not exceed the number of courses faculty could teach on campus during the corresponding summer term. Identify each course by name and number.*

Notes:

Credit Hours: 3 Credit Hours (approximately 45 contact hours) 6 Credit Hours (approximately 90 contact hours)
 This program is a component of a spring course. Other: _____ Credit Hours

Handicap Accessibility: As each country has its own levels of risk, customs and standards of health, safety and accommodations, would all aspects of your program be accessible to students with a handicap? Yes No

Program Summary: *In 100 words or less, provide a brief summary of the study abroad program to be publicized on the Study Abroad website and promotional materials. Include major highlights and learning objectives.*

Location(s):

List all cities/countries included in your program itinerary:

FACULTY LEADER PROFILE
FACULTY-LED SHORT TERM STUDY ABROAD PROGRAM
UNIVERSITY OF CENTRAL ARKANSAS

Some programs may involve more than one Faculty Leader. Each faculty leader involved in a program proposal should complete a Faculty Leader Profile form.

Faculty Leader Information:

Please provide all information requested. DOB is required for insurance purposes; faculty over age 65 cannot be insured by the international travel medical policies and must provide proof of international coverage for the duration of the program.

Name: _____ Title: _____

Campus Address: _____

Department: _____ College: _____

Email: _____ UCA ID#: _____

Office Phone: _____ Mobile Phone: _____

DOB: (mm/dd/yy) _____ Citizenship: _____

*If you currently have a valid passport, please submit a photocopy with your program proposal.
All program participants, including the faculty leader, must have a passport no later than three months prior to the start of your program that is valid for a minimum of six months past the end of the program.*

Have you previously proposed or led a Short Term Study Abroad Program?

- I have experience leading a study abroad program at UCA.*
- I have submitted a program proposal; however the program did not occur.*
- This is my first program proposal.*

Please describe any other relevant international experience:

SYLLABUS
FACULTY-LED SHORT TERM STUDY ABROAD PROGRAM
UNIVERSITY OF CENTRAL ARKANSAS

In addition to providing information in the template below, please submit a syllabus for each course you are proposing.

Summarize your program detailing learning objectives and benefits of named courses abroad as they support the university's strategic plan.

Where/how will class meetings be conducted prior to departure, while abroad and upon return home?

How will assignments, participation and attendance work toward a final grade?

Grading Scale:

- A** = _____
- B** = _____
- C** = _____
- D** = _____
- F** = _____

ITINERARY
FACULTY-LED SHORT TERM STUDY ABROAD PROGRAM
UNIVERSITY OF CENTRAL ARKANSAS

Submitting one form per program, provide a detailed itinerary addressing the items listed below. Please utilize the itinerary template available to you online at uca.edu/studyabroad on our “Resources for UCA Faculty” page. A sample itinerary is also available online for your reference.

If your program is interdisciplinary and faculty wish to offer different site visits while abroad, each faculty leader should then submit their own itinerary.

If you are working with a partner school or tour provider, please attach the tour package and price quote provided to you in addition to completing the itinerary template.

Itinerary details:

- Daily description of all intended site visits/excursions *required* for the academic program.
- Explanation of how each item is arranged and paid for.
- Plans for group accommodations (i.e. residence hall, host family, hotel), meals and transportation while abroad.
- Contact name and details (including website and email address) for partner institutions, facilities, subcontracting agencies or vendors proposed to provide services for this program.
- List the estimated contact hours involved throughout the itinerary of meetings and events.

BUDGET DESCRIPTION
FACULTY-LED SHORT TERM STUDY ABROAD PROGRAM
UNIVERSITY OF CENTRAL ARKANSAS

ITEM	<p style="text-align: center;"><i>Submit your budget utilizing the template provided at http://uca.edu/studyabroad/uca-faculty/.</i></p> <p>DESCRIPTION/RECOMMENDATIONS <i>To view current foreign currency exchange rates, please visit www.xe.com</i></p>
International Airfare	<p>Inclusion of Airfare is required. To estimate airfare with a tour proposal, please visit www.kayak.com to view average prices for international airfare and estimate a 15% increase for group rates. Be mindful of lower rates with overnight layovers. The Office of Study Abroad will work with group travel services to arrange airfare. Please note that group travel is not always available for lower priced fairs and that taxes, fees and surcharges will impact the final ticket price. When flights are included in the program budget, the required per person deposit for seat reservations must be included. Deposits vary by carrier but are typically \$50 - \$100 per seat.</p>
In-Country Transportation	<p>These are costs associated with required group transportation for travel within or between cities/countries in proposed destinations. (e.g. to/from airport, trains or flights required for programs with multiple destinations). If your destination is a walkable city, please note that local transportation is not necessary. When considering the cost of transportation, anticipate an increase of 15% for group rates.</p>
Accommodations Abroad	<p>Budget for the type of lodging appropriate for your program (partner university dormitories, hotels, apartments). Estimates are typically based on double occupancy, for students of the same gender. Please account for separate faculty accommodations and/or single room supplemental fees.</p>
Meals	<p>Some accommodation arrangements will include meals. Many hotels and hostels include breakfast, while university campuses may provide cafeteria or meal plans. Number and frequency of included meals should be included in the proposal. Foreign Per Diem Rates by location can be viewed at http://aoprals.state.gov/web920/per_diem.asp</p>
Site Visits & Excursions	<p>Site visits and excursions are an integral component of Faculty-led STSA programs and should complement your course and learning objectives. These activities range from museums, historical/cultural sites of interest, foreign universities and research facilities, etc. Proposals will include all intended site visits/excursions that are essential to the course content. Faculty may opt to designate some excursions or site visits as optional. If some activities will be optional, these amounts will not be included in the program budget, but will be published as additional expenses for Financial Aid purposes. If a site requires individual or on-site ticket purchase, please note that there might be group fees, reservation requirements or cash only ticketing. Costs to consider when budgeting group activities: Group transportation to/from location, any overnight stays required, admission/pass charges, group reservation fees, tour guides/interpreting services.</p>
Misc. On-Site Costs <i>Included in student Program fees</i>	<p>Costs associated with the program/course that will be paid on-site. These might include: metro/subway passes, museum/site entry fees that must be purchased individually on-site or prior to departure. Other costs to be considered may include, but are not limited to, hotel departure taxes, tips and gratuities, communication charges (e.g. internet cafes, calling cards), airport transportation if not included in tour proposal. For example: students should be provided with an estimated cost if they are required to pay for a taxi, bus or train upon arrival abroad.</p>
Entry & Exit Fees	<p>Costs of required travel documents such as visas and/or fees required upon departure. To verify if your chosen destination requires a visa or exit/departure fees, please visit www.travel.state.gov and select your country to view all required documents and associated fees.</p>
UCA Study Abroad Costs	<p>UCA will include in each budget the following required costs: International Medical Insurance, International Student and Faculty Identity Cards, UCA Study Abroad Fee, Estimated Surcharges, Taxes and Exchange Rate fluctuations. Communication and emergency charges for faculty leaders.</p>
UCA Tuition & Fees	<p>Tuition and Fees associated with the STSA course(s) will be charged separately from the program fees. Please visit the UCA Student Accounts website for Tuition and Fee rates. Student Accounts published policies and procedures apply.</p>

GUIDELINES & TERMS OF AGREEMENT
FACULTY-LED SHORT TERM STUDY ABROAD PROGRAM
UNIVERSITY OF CENTRAL ARKANSAS

Each faculty member involved in a program proposal should complete a Guidelines form.

I HEREBY AGREE AS FOLLOWS:

******Please Read Carefully******

COURSES & TERMS:

Academic Departments, in collaboration with the Registrar's Office and the UCA Office of Study Abroad, will coordinate the listing of courses in the official UCA course schedule according to regulations and will manage student enrollment in the appropriate courses. Most STSA programs will occur during May Intersession, Summer I, or Summer II. Some courses may be offered over Winter break or Spring break if appropriate course contact hour requirements can be met. If STSA classes carry over to the next academic term, the classes will be listed with the Registrar as "non-report classes". All Summer session programs will be set up as 13-week summer term courses to offer students and faculty leaders ample time to complete assignments after returning home and to complete online grade reporting. A deadline for submission of grades by faculty will be established for each STSA course. All grades will be submitted by the faculty leader to the UCA Registrar upon completion of the program. Credit hours offered must meet contact hour requirements. If your study abroad program is a component of a fall or spring course, students will not earn additional academic credit while abroad.

PRE-DEPARTURE RESPONSIBILITIES:

Faculty Leaders will schedule two mandatory orientation sessions and one mandatory online orientation facilitated by the Office of Study Abroad and directed toward program participants. One session will include a review of the travel itinerary, overview of course syllabi, requirements/assignments and how student performance will be evaluated. Additional sessions may be conducted online or in an informal, informational setting. Students may expect to complete some course assignments prior to or following the study tour as directed by the instructor. In addition, The Office of Study Abroad will conduct one orientation session for Faculty Leaders to review International Engagement's policy on safety and security abroad and be provided with an Emergency Response-Health and Safety Manual.

DESTINATIONS:

Faculty may choose destinations that align with the academic content of the STSA course. Health, safety and security are of the utmost concern for UCA. All sites must be carefully reviewed to ensure the health, safety and security of participants. Any proposed destination with an active US Department of State travel alert or travel warning is subject to denial or cancellation at any point up to and including the day of departure. If sites create safety or security hazards, alternate sites should be established. Please visit www.travel.state.gov to view specific country details.

CONTACT HOURS:

A 3 credit hour study abroad program will require 45 contact hours and a 6 credit hour program will require 90 contact hours. Contact hours may include, but are not limited to, site visits and excursions relevant to the academic content of the course, scheduled group meetings and class sessions prior to, during or after the study abroad program or any lecture, all instruction or seminars moderated by the faculty leader. Participants must be enrolled in one or more of the approved courses to earn audit credit or a letter grade. All participants must be 18 years of age or older. Participants, including Faculty Leaders, over age 65 cannot be insured by the international travel medical policies and must show proof of medical insurance with international coverage for the duration of the program.

BUDGETING:

Budget your time and expenses wisely. If multiple learning objectives can be accomplished in one city, this will keep program costs down. Utilizing partner institutions may alleviate the need to work with a vendor to design your program. Please review the included Program Budget Description for details on study abroad related costs. All proposed service providers/vendors must (1) make/accept group reservations in advance, (2) accept payment by credit card and wire transfer, (3) submit the UCA Vendor Authorization Form and W-8. Any activities that cannot be arranged in advance that will be a required part of the academic content of the STSA course MUST be included in the proposal. Faculty will submit a Program Budget with the STSA Proposal. Because there are many variables involved in forecasting exchange rates, fuel surcharges, taxes, flight costs, international insurance, seasonal rate fluctuations and group transportation, working with vendors and foreign universities in the preliminary planning phase is highly recommended to allow for ample time to promote the program. In order to finalize budgets and promote study abroad programs early, proposals must include contact information for vendors and/or university contacts who are willing to provide the cost estimate for the planning phase of the program and submit the UCA Vendor Registration Form and W-8. Assistance from Faculty Leaders will expedite this process. Considering the frequent exchange rate fluctuations, taxes and surcharges, a \$150 fee will be factored in to the program cost for all participants. For a complete understanding of the Faculty Led program budget structure, utilize the template provided at <http://uca.edu/studyabroad/uca-faculty/>.

TRAVEL ITINERARIES:

The Office of Study Abroad provides support for faculty in planning STSA programs. University partners can assist in the design of your itinerary. In order to ensure that academic integrity is not compromised, faculty leaders will establish itineraries to meet course goals.

RECURRING PROGRAMS:

All programs must be submitted EACH year by the published deadlines. Proposals should be updated to reflect any changes to the academic content and/or location.

FACULTY LEADERSHIP:

Program leaders must remain with the student group during the entire trip, including times of international travel.

FACULTY TRAVEL EXPENSES:

Faculty, including chairs, directors, and associate deans, teaching study abroad courses will be covered for travel expenses equal to per student travel costs (provided minimum enrollment targets are met). As STSA programs are 100% self-supporting, the cost associated with traveling faculty must be included in the student program charges. Lower faculty costs and limiting number of traveling faculty may lower the required participation in order for the program to be financially feasible. Only costs included for student participants will be included for faculty/staff leaders. Costs not included for student participants will be the responsibility of the faculty/staff. In addition, the supplemental fee required to offer faculty a private room may be charged to the Faculty Leader.

SALARY:

International Engagement does not establish salaries, nor do student fees cover salaries or per diem for Faculty Leaders. Rather, salaries are at the discretion of Academic Departments and the Office of the Provost.

STUDENT ENROLLMENT:

All students must complete the STSA Application Packet, collect their Faculty Leader's signature of approval, provide a current passport and agree to the policies, guidelines and agreements set forth by the University of Central Arkansas and the Office of Study Abroad prior to being enrolled in a program.

STUDENT TRAVEL EXPENSES:

The Office of Study Abroad makes group travel arrangements; desired individual adjustments to travel for faculty and/or student participants (i.e. any adjustments not essential to or part of the study abroad course), and costs/payments associated with adjustments is the sole responsibility of the individual traveler. Itinerary details will be distributed to all leaders and participants within a timely manner after final registration deadline. Individuals will be provided contact information to make arrangements for any desired deviations if applicable. Students requiring disability support services should disclose information and requests to the Faculty Leader and the Office of Study Abroad as early as possible so that a reasonable effort can be made to accommodate each participant. Verification and support from the Office of Disability Support Services is required and those involved should understand that all countries have differing standards of health, safety and accommodation.

APPROVAL PROCESS:

Program proposals, along with program evaluations/budget estimates must have approval by my Department Chair(s) (or his/her designate) and College Dean(s) upon submission. On or after the proposal deadline, all proposals will be reviewed by the Office of Study Abroad/International Engagement and forwarded to the Office of the Provost for review and approval. Without these approvals, programs will not be considered.

INSTITUTIONAL ARRANGEMENT:

The University does not represent or act as an agent for, and cannot control the acts and omission of, any host institution, host family, transportation carrier, hotel, tour organizer or other provider of goods or services involved in the program. I understand that the University is not responsible for matters that are beyond its control. I hereby release the University from any injury, loss, damage, accident, delay or expense arising out of any such matters.

PROGRAM SUSTAINABILITY:

I understand that my proposed program must be totally self-supporting in terms of budget; this is based on target number of student participants, market costs and financial feasibility. I understand that it is the primary responsibility of the Faculty Leader to recruit students to participate in the Study Abroad Program.

MARKETING AND RECRUITMENT:

The Office of Study Abroad markets study abroad programs through posters and flyers, interest meetings and campus events for all programs. Faculty Leaders are responsible for: marketing the program within their academic department and website, at presentations and academic venues; participating in International Education Week events in November; maintaining a list of student interest for their program; collaborating with the Office of Study Abroad in terms of application process/payment procedures and deadlines; course creation and student registration; communication of expectations with program participants; as well as the timely submission of grades, receipts and travel expenses upon completion of the program.

I have read the STSA Guidelines and Terms of Agreement before signing. No representations, statements or inducements, oral or written, apart from the foregoing written statement have been made. This Agreement shall be effective only if this proposal is accepted by the Academic Department Chairperson, College Dean, the Assistant Provost and Director of International Engagement and the Provost and Vice President for Academic Affairs at the University of Central Arkansas, and shall be governed by the laws of the State of Arkansas, which shall be the venue for any lawsuits or incident reports filed against the university as a result of this program.

Program Title: _____

I, _____ (name) propose to lead a 2013/2014 Study Abroad Program offered through the University of Central Arkansas Office of Study Abroad.

Signature

Date

Faculty Leaders: please utilize this area if additional space is needed for signatures or comments.

The Office of Study Abroad will facilitate the collection of the remaining signatures below.

Approved _____
 Denied *Assistant Provost/Director of International Engagement* Signature _____ date _____

Comments (optional):

Approved _____
 Denied *Provost/Vice President for Academic Affairs* Signature _____ date _____

Comments (optional):

Please return completed form along with proposal application materials to:

OFFICE OF STUDY ABROAD
118 Irby Hall
501.450.3646; (fax) 501.852.0062
studyabroad@uca.edu