

## Proposal for Faculty-led Study Abroad Program

A Study Abroad Program (SA Program) includes all activities, classes, excursions (e.g., city tours), transportation (international and local), as well as room and board from the departure (first airport in the USA) to the return (last airport in the USA).

Leading a group of students abroad is a professionally rewarding experience for faculty members. The following information is designed to help faculty outline the critical details of their new program. This in turn helps to ensure that the program is shaped with the needs of students in mind and that all important details have been gathered and considered. Should you have questions as you complete your feasibility proposal, the Study Abroad Office (SA Office) will be glad to assist you. Please feel free to contact SA Office at (479) 964-0527 to discuss international program ideas. We encourage you to meet with our office about any issues to which you *cannot* answer throughout the proposal process. The Proposal for an SA Program includes the most pertinent and current (up to the date of the proposal signature) information on all activities (classes, excursions such as city tours), transportation (international and local), room and board, and a detailed itinerary.

As you begin to complete the proposal process, please be advised that creating new programs may, at times, be a lengthy process. We suggest you begin developing your program 12-14 months prior to your proposed program start date so there is ample time to recruit students. *Please be advised: The standard proposal deadlines for programs are: December 1 of prior year for Fall Term, June 15 of year prior for Spring Term, and June 15 of year prior for Summer Term. No applications will be accepted after these dates.*

After your Department Head and Dean have approved your SA Program proposal, the International Travel Advisory Council will review it. The Council will make a recommendation to the Vice President of Academic Affairs, who will decide whether the program will go forward. The SA Office will notify the faculty leader once the program has been reviewed.

### Checklist

- ☐ **Completed Proposal**
- ☐ **Developed syllabus for each course** (attached)
- ☐ **Program Provider Information** (list of activities, itinerary, and budget), if applicable
- ☐ **Detailed Itinerary (Section F, page 8)**: provide a comprehensive program itinerary and logistics including dates and times within each day, accommodation addresses, and activities, even if they are tentative. Include every day of the program in addition to the departure and return dates. A finalized itinerary is due to the Study Abroad Office six (6) weeks prior to departure.
- ☐ **Proposed Budget (Section H, pages 10-12)**
- ☐ **Unsigned third party/program provider quotes/bids**

## A. Proposal Deadlines

Program Date	Proposal Deadline
Fall Term	December 1 of the year prior
Spring Term	June 15 of the year prior
Summer Term	June 15 of the year prior

## B. Program Information

Program Name:
Sponsoring dept.(s) and College(s):
SA Program location(s)(list all cities and countries):
Description of host institution/organization: (if any)
Majors from which students are likely to be drawn:
Anticipated frequency of SA Program offering: <input type="checkbox"/> Every year <input type="checkbox"/> Every other year <input type="checkbox"/> Not sure

### B 1. TENTATIVE PROGRAM DATES

<input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer    Year:
Departure from US:
Departure from host country:

## B 2. TRAVEL:

### B 2.1 Group Flight Arrangements should there be only the first 2 options for the flight arrangements?

- ☐ Arranged by Third Party Provider (EF Tours or other all-inclusive Tech approved company)  
☐ Arranged by SA Office w/Travel Agency

### B 2.2 Local ground transportation (Abroad)

- ☐ Arranged by Third Party Provider (EF Tours or other all-inclusive Tech approved company)  
☐ Arranged by SA Office w/Travel Agency (private transportation)  
☐ Coordinated by Faculty Leader (public transportation)

### B 2.3 Accommodations

- ☐ Arranged by Third Party Provider (EF Tours or other all-inclusive Tech approved company)  
☐ Arranged SA Office w/Travel Agency  
☐ Arranged by Faculty Leader or Host Institution (e.g. dorm, host families...):

### B 2.4 Tours and Events

- ☐ Arranged by Third Party Provider (EF Tours or other all-inclusive Tech approved company)  
☐ Arranged by SA Office w/Travel Agency  
☐ Arranged by Faculty Leader

## B 3. IMMIGRATION and IMMUNIZATIONS

Is a visa required to enter the country? ☐ Yes ☐ No

If yes, please specify:

If yes, what is the cost in dollars?

Are immunizations mandatory for host country? ☐ Yes ☐ No

If yes, please list the immunizations.

(Please visit CDC website for complete details: <http://cdc.gov/>)

## B 4. HOST COUNTRY SAFETY and SECURITY

Faculty-led programs should follow appropriate safety and security policies. The proposal should demonstrate leaders' clear understanding of the risk environment. Please review the following resources to understand the risk environment of each country in the itinerary. **For each identified risk, please identify the steps to be taken to mitigate these risks through such areas such as program design, education or orientation, scheduling, security procedures, or planning.**

- a. [U.S. Department of State Country Information Sheets](#)  
b. Applicable U.S. Department of State [Travel Advisories](#) and [CDC Travel Health Notices](#).

Department of State Travel Advisories

1: Exercise normal precautions

2: Exercise increased precautions

3: Reconsider Travel

4: Do not travel

- c. The Overseas Security Advisory Council (OSAC) [Crime and Safety Reports](#) (current or prior year).  
d. City: \_\_\_\_\_ and/or Country: \_\_\_\_\_  
e. At the time of proposal: State Department Advisory level \_\_\_\_\_;

CDC Travel Health Notice level \_\_\_\_\_

- f. Upon review of this information and after consulting with on-site colleagues or contacts about risks, explicitly identify the three main risks inherent to your program for the following categories:
- i. Terrorism/civil unrest
  - ii. Crime/criminal activity
  - iii. Water safety
  - iv. Other identified risks
  - v. Transportation (public, private and pedestrian)
  - vi. Foreseeable reoccurring natural disasters relevant to that location (ex. Hurricanes in the Caribbean)

Destination Country	Three (3) Main Risks	Mitigation Strategy for Listed Main Risks

## B 5. PROMOTIONAL FLYER TEMPLATE

The following information will be used to create the online program flyer on [www.atu.edu/studyabroad](http://www.atu.edu/studyabroad). This tool will assist with the marketing and recruitment.

- a. **SA Program Name and Description:**

- b. **ATU Course(s) Prefix(es), Number(s), and Title(s):**

- c. **Credit Hours:**

- d. **Instructor(s):**

- e. **SA Program Dates:**

- f. **Application information:** TBD

- g. **Price:**

- h. **Activity Level:**

i. **Special health/safety/environmental considerations:**

Below is an example:

a. **SA Program Name and Description: The Art of London and Paris**

History comes alive through the iconic landmarks and pageantries of London and Paris. Kings and queens once shaped the course of world history from these two vibrant capitals. Today, both cities boast the essential art, music and culture of a modern metropolis to remain enduring centers of influence. Uncover the treasure – both historic and modern – of these timeless cities on your comprehensive tour of London and Paris.

b. **ATU Course(s) Prefix(es), Number(s), and Title(s):** ART 4992, ART 4991: The Art of London and Paris

c. **Credit Hours:** 3

d. **Instructor(s):** Sally Smith

e. **SA Program Dates :** June 3, 2022 – June 16, 2022

f. **Application Information :** TBD

g. **Price:** \$3,500 per student (fee includes round trip airfare, eight overnight stays, complete European breakfast daily, three dinners, full-time bilingual Tour Director, and Eurostar high-speed train).

h. **Activity Level:** Moderate. Participants should expect to spend multiple hours each day engaging in physical activity such as hiking or snorkeling.

i. **Special health/safety/environmental considerations:**

This program will require considerable amount of walking/traveling each day on uneven cobblestone streets and narrow paths. The group will also use considerable amount of public transportation (both buses and subways) that may not be handicap accessible.

## C. **FACULTY LEADER(S) INFORMATION**

<b>Primary Faculty Leader</b>	Name:
	Campus phone:
	Campus address:
	Email:
	Cell phone:
<b>Primary Faculty Leader Emergency Contact</b>	Name:
	Phone Number:
	Relationship:
<b>Co-Faculty Leader (if applicable)</b>	Name:
	Campus phone:
	Campus address:
	Email:
	Cell phone:
<b>Co-Faculty Leader Emergency Contact</b>	Name:
	Phone Number:
	Relationship:

## D. DETAILS

ATU Students Only	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Graduate Credit Offered	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Restricted to certain majors:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, list majors:		
Minimum # of students necessary for trip:		
Prerequisites:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, list prerequisites:		

## E. ACADEMIC INFORMATION

### E 1: Courses Abroad

While abroad, courses will be taught by:
<input type="checkbox"/> ATU Faculty <input type="checkbox"/> Host University/Institution/Organization Faculty <input type="checkbox"/> Both ATU and Host Faculty
Academic instruction will be conducted at: <i>(check all that apply)</i>
<input type="checkbox"/> Host University/Institution/Organization <input type="checkbox"/> Onsite Tour <input type="checkbox"/> ATU Campus <input type="checkbox"/> Other
If other, explain:

### E 2: ATU Courses

Please list all courses for which students will/can earn credit: *NOTE: Course syllabus/syllabi must be attached*

Course Title	Course Prefix	Course Number	Number of credits	Does the course qualify for Gen Ed credit?	Term/Year Offered	Notes

### E 3. ATU CREDIT BEARING ACTIVITIES

3 credit course target = approximately 120-150 hours (around 45 hours per unit, with 3 unit class)

Estimated Assignment Times (may use other times as you determine applicable):

Reading: **Light** = 20 pages/hour      **Medium** = 15 pages/hour      **Heavy** = 10 pages/hour  
(Reading: consider size of the page, amount of illustrations, and depth of content mastery)

- Writing: **Non-research** = 1 hour/page
- **Research** = 3 hours/page

Date	Location	Activity: Direct (e.g. seminar, lecture, class, service learning, academic visits, guest speaker, program specific orientation, etc.)	Activity: Indirect or independent (e.g. cultural activity, homework/assignments, structured reflection time etc.)	Cumulative Hours

## F. Detailed Itinerary

SA Program Name:

[illegible]

Address of U.S. Embassies in destination countries:

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## **G. ADDITIONAL INFORMATION**

- G 1.** What, if any, first-hand experience do you have in the region/country and, if applicable, host country language?

- G 2.** How does this program meet ATU's study abroad learning objectives (identity goals, cross- cultural goals, academic goals, professional and life-long goals, language-learning goals)? (see Appendix 1: SA Learning Objectives)

- G 3.** Why is it beneficial for this course to be taught in the host country/location? (e.g. experiential learning)

- G 4.** What is your recruitment plan (list enrollment in targeted majors, plans for program promotion, etc.)?

## G 5. SA Program Affiliations

Provide a brief description on any institution/agency/organization, with which the **SA Program** may be affiliated (i.e. third party providers, research center, schools, or non-governmental organization). Include a background summary of the affiliated organization incl. website and pertinent academic information such as accreditation status and academic programs, if applicable. In addition, indicate if ATU has worked with this organization before, and in what capacity and if you have any other experience with this organization.

If known, list any person and their capacities, including guest speakers, associated with the affiliated organization(s) who may assist with the **SA Program**.

## H. Budget

Make an appointment with the SA coordinator to work on the budget. During the meeting, a detailed program budget will be created utilizing the budget template, see below. In preparation for the meeting, you should gather as much current information as possible regarding the expected expenses prior, during, and after the **SA Program**. It is expected that you will bring current source documentation for the expenses that will be included in the proposed budget. Estimated information is accepted, but it must be current. Please note that all expenses must be accounted for in the proposed budget.

Disclose and provide documentation on all types of funding (both internal and external) being applied for, or expected to be received for this **SA Program**. This includes in-kind and other monetary funding.

**Proposed Budget for \_\_\_\_\_ (SA Program Name)**

Faculty Expenses ( <i>per leader</i> )		
Item	Price	Description (e.g. hotel cost)
Airfare:		
Room/Board:		
Health Insurance (international only):	\$ 50.75	CISI
Other:		
On-site Travel (trains, buses, taxis, etc.) :		
Other Travel:		
Total per faculty leader:		
Total for all faculty leaders:		
Total to be paid by each participant:		Min. # of participants:
Student Expenses		
Item	Price	Description (e.g. hotel cost)
Airfare:		
Room:		
Board:		
Books & Supplies, if applicable:		
Health Insurance (international only):	\$ 50.75	CISI
Other:		
On-site Travel (trains, buses, taxis, etc.):		
Other Travel:		
Total:		
Group/Miscellaneous Expenses		
Item	Price	Description (e.g. hotel cost)
Consultant Contracts/Honoraria:		
Classroom Reservations:		
Other:		
Total:		
Incidentals:		
Total Advertised Cost		
Total:		This total is the summation of student expenses, group/miscellaneous expenses, incidentals, and the quotient of faculty expenses based on # of students.

**Disclosure:** How will your travel expenses be paid?

☐ Personal Funds

☐ Students

☐ Other (please explain):

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**Payment Deadlines:**

Date	Amount

**Note:** Faculty are not authorized to sign any contracts/quotes with vendors or service providers. This responsibility falls under the Procurement Office. The SA Office will work with Procurement to acquire any necessary signatures when needed. Please forward all contracts/quotes to the SA Office.

**Travel:** Arrangements of all travel logistics, including flights, hotels, transportation and excursions will be made through the SA office. Purchases on faculty leader personal credit cards will not be reimbursed by ATU.

**Important Reminders:**

- Any excess funds will be refunded to students
- Faculty led SA Programs cannot operate on a deficit
- Once a SA Program price has been advertised, it cannot be changed

## I. SA Program PROPOSAL APPROVAL:

### I 1. To be completed by the FACULTY LEADER(S) submitting the proposal.

My signature below confirms that I have read and understood the terms of this proposal and that I accept my responsibilities as a faculty leader.

\_\_\_\_\_  
Primary Faculty Leader Name (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-Faculty Leader Name (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### I 2. To be completed by STUDY ABROAD OFFICE REPRESENTATIVE

☐ Proposal Complete

Destination is considered safe at the time of the proposal according to ATU's International Travel Policy:

☐ Study Abroad Destination(s) Approved

☐ Study Abroad Destination(s) Not Approved

\_\_\_\_\_  
Study Abroad Representative Name (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### I 3. To be completed by the DEPARTMENT CHAIR, COLLEGE DEAN, INTERNATIONAL TRAVEL ADVISORY COUNCIL and VICE PRESIDENT OF ACADEMIC AFFAIRS.

#### Department Chair and College Dean

I (we) certify that this SA Program design and academic content are satisfactory, and that the qualifications of the proposed Faculty Leader(s) have been reviewed and approved.

\_\_\_\_\_  
Department Chair Name (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean Name (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**The International Travel Advisory Council recommends to approve this SA Program proposal.**

☐ YES

☐ NO

Comments:

\_\_\_\_\_  
Council Representative Name (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**The Vice President of Academic Affairs approves this SA Program proposal:**

☐ YES

☐ NO

Comments:

\_\_\_\_\_  
VP of Academic Affairs Name (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **Appendix 1: ATU Study Abroad Learning Objectives**

In providing students with the best study abroad programs possible, we focus on the highest quality academic and cultural experiences. By studying abroad on an ATU program, students will:

### **1. Identity Goals**

- Re-examine their values and priorities to become better contributors to the global community.
- Learn to accurately and diplomatically represent their perceived home culture.

### **2. Cross Cultural Goals**

- Understand the diversity of the host society and better understand the diversity in our own society.
- Appreciate subtle (and not-so-subtle) differences in social mores, the function and deployment of humor, and what is deemed “acceptable”.
- Demonstrate critical thinking skills in the areas of cultural analysis and intercultural understanding.

### **3. Academic Goals**

- Develop a better understanding of global issues.
- Gain a heightened awareness of global environmental concerns.
- Gain an understanding of the host society including its politics, economy, society, history, identity and culture.
- Develop a deeper sense of political difference across cultures, and how the US is perceived abroad.
- Develop skills and academic and professional abilities applicable for use in regional and global contexts.
- Demonstrate critical thinking skills in the areas of cultural analysis and intercultural understanding.
- Develop an openness to differing viewpoints on controversial topics and be able to form and share their own opinions.
- Increase their levels of independence and confidence when it comes to researching and seeking out local resources

### **4. Professional and Life-Long goals**

- Improve their problem solving skills by developing empathy for others and a trans-cultural perspective.
- Improve their ability to bridge social-economic differences with their U.S. peers.
- Develop skills and academic and professional abilities applicable for use in regional and global contexts.

### **5. Language Learning Goals**

- Gain independence from English and incorporate the host language into daily communicative strategies and performance.
- Communicate effectively with people in the target culture in their own language.
- Expand communication skills by finding creative ways to navigate around communication barriers.
- Develop an understanding of non-verbal cues of communication used in daily interactions.