

Study Abroad Approval for Faculty-Led Programs

Education Abroad

The University of Alabama is committed to the development of study abroad programs enhance the academic curriculum. The Education Abroad (EA) office has the responsibility for approving all proposals of UA programs abroad. EA also provides for the oversight, development, administration and fiscal management of study abroad at The University of Alabama. The Study Abroad Approval for Faculty-Led Programs is intended to direct faculty through the academic and budget process to obtain official approval of their program.



Capstone International Center
Education Abroad

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Sources used in the completion of this manual include documentation from the Standards of Good Practice for Short-Term Education Abroad Programs, The Forum of Education Abroad, NAFSA: Association for International Educators, The University of Texas at Austin, The University of Georgia and Indiana University.

EDUCATION ABROAD

Address: 135 B.B. Comer Box 870254
Tuscaloosa, AL 35487-0254
Phone: (205) 348-5256
Fax: (205) 348-5298
Email: studyabroad@ua.edu
Website: <http://studyabroad.ua.edu>

Education Abroad Address:

135 BB Comer Hall
Box 870254
facultyled@ua.edu

Associate Provost

International Education & Global Outreach

Teresa E. Wise, Ph.D.
teresa.wise@ua.edu

Director of Education Abroad

Carolina Robinson
carolir@ua.edu

Associate Director

Chad Berry
chad.berry@ua.edu

Faculty-Led Program Advisor

Kelsey Guy
khguy@ua.edu

Memo

To: Current and Potential Study Abroad Program Directors
From: Education Abroad
Subject: **Faculty-Led Study Abroad Program Request for Approval Process**

Thank you for your interest in leading a study abroad program at The University of Alabama. The Education Abroad (EA) office is committed to providing a wide range of programs that align with the academic mission of the University and increase access to study abroad opportunities for all students. International faculty-led programs provide a unique opportunity to enhance UA curricula. To assist with gaining formal approval, and in planning for your program, EA has modeled the approval process on the recommendations of the The Forum on Education Abroad *Standards of Good Practice for Short-Term Education Abroad Programs*. This process, once successfully completed, will not only enable your program to be approved, but will also serve as a tool in the on-going management of your program.

New Study Abroad Program Proposals

Submit a **Study Abroad Request for Approval Packet** by January 25th in order to obtain approval for a program for the following year. (*i.e. January 25th, 2021 deadline for new programs running in 2022*). Program approvals are to be submitted **18 months in advance** to allow adequate time for the approval process, planning and recruitment of the program.

Procedure

1. Read the **Guide to Faculty Led Programs**
2. Submit a **paper copy** of complete approval packet to Education Abroad (Box 870254)
3. Email a scanned **electronic copy** of the **complete** packet to **facultyled@ua.edu**.

A complete approval packet includes:

- Completed **Study Abroad Request for Approval Form**
- Completed **Budget (email the excel file)**
- Signed Academic Endorsements from Director, Department Chair, and Dean **before** submission
 - Programs with two faculty proposing from different departments require signatures from both department chairs.
 - If Honors designation, a signature is required by the Honors College and the faculty member's home department.

After Program Approval

4. Participate in the Spring Faculty Director Workshop (Risk Management/Budget Training).
5. Submit other documentation such as contracts, personnel application, and final destination details.

Faculty-Led Study Abroad Program Request for Approval Form

A. Program Details:

1. Proposed Program Name:
2. Program Director Name and Contact Information (address/phone/email/sponsoring department):
 - a. Co-Director Contact Information (*if applicable*):
3. Provide a narrative of the proposed program:
 - a. Include the program's goals, objectives, and how this program fits within the mission of The University of Alabama.
4. Cities and Country/Countries:
 - a. List Cities and Country/Countries you plan to visit:
 - b. At what academic institution abroad will the program take place, if any?
 - c. Describe the appropriateness of the program to the site chosen, and how it was evaluated.
5. Term and estimated dates for offering of this program.

B. Rationale

6. What is the academic rationale for conducting this program abroad?
7. List other UA study abroad programs in these and closely related disciplines. If any overlap exists, indicate in detail how the proposed program will differ from existing offerings.
8. What evidence is there of UA student demand/need for this program?
9. What is the director's experience in this country or leading a study abroad program?

C. Academic Framework and Delivery

[NOTE: Proposals for non-credit programs need only respond to item #18]

10. Anticipated courses you plan to offer (title/number/credit hours/instructor/prerequisites):
 - a. Is this a new course? If so, begin the new course approval process simultaneously through your department.
 - b. How many credits will each participant be required to take?
11. Academic requirements (minimum GPA/class standing/language level)?
 - a. Open to all UA students? Students outside UA?
12. Describe the course objectives and student learning outcomes. Describe how the program will bring UA students in direct contact with the host culture in meaningful ways.
13. Briefly describe the overall instructional program and general itinerary including air/land/water schedule and major cultural sites/activities.
 - a. A final itinerary must be provided to EA at least one month prior to departure. The itinerary should follow the guidelines listed here: [Destination Description](#).
14. Will any non-UA faculty teach students?
15. Who will determine student's grade, and on what basis?
16. Outline the instructional schedule and provide the classroom contact hours and any excursions directly related to the curriculum.
17. Describe teaching or classroom facilities on site.
18. If this program is non-credit, describe the program's purpose and activities.

D. Orientation Programming

All students are required to participate in the Education Abroad Pre-Departure Orientation. Topics that are covered at the orientation can be reviewed in the [Study Abroad Student Handbook](#).

19. Describe any pre-departure orientation sessions you will conduct specific to this program.

- a. How many sessions; proposed dates; who will conduct them; content.
- 20. Describe the on-site orientation
 - a. Who will conduct them; content.
 - b. Differentiate between academic preparation and those orientations focused on logistics.

E. Health, Security and Safety

Review the Country Specific Information for the program's destination(s) on the [U.S. Department of State](#) website and the Traveler's Health information on the [Centers for Disease Control and Prevention website](#) and respond accordingly. Capstone International Academic Programs will register all student participants in the [Smart Traveler's Enrollment Program](#). ***Please note, any program involving travel that requires spending time in a country for which the U.S. State Department has issued a travel warning will require additional approval steps.***

All faculty directors and instructors will be required to participate in risk management training, which is offered during the Spring semester and includes expert speakers from many units on campus who address academic dishonesty, health and safety, crime and security, legal matters, insurance, student behavior and other vital topics.

- 21. What safety and security consideration did you take into account when planning the program?
Note: Detailed information regarding medical facilities/providers and contact information for all overnight stays will be required to complete the [Destination Details](#). Destination details are to be submitted one month prior to departure.
- 22. Contingency. If only one faculty member is participating in the trip, outline a contingency plan in the event of an emergency.

F. Logistics

- 23. List the names of any foreign host institutions, study abroad organizations, U.S. intuitions, or travel agencies that are affiliated with this program. Submit copies of any affiliation agreements and any contracts to the Education Abroad office.
 - a. If no contract, please provide evidence of agreed upon services that will be provided by any educational or logistical partner, costs, and relevant details.
- 24. Will you be arranging a group flight?
- 25. What are local housing and meal arrangements?
 - a. If there are homestays, how and by whom are the hosts selected and screened? If planning on using homestays, plan to address expectations of students, related safety, etiquette, and other matters in detail in your orientation.

G. Budget, Program Administration and Policies for Withdrawals and Cancellations

Students will apply to the study abroad program through Education Abroad's on-line application system—called Terra Dotta. Once students apply, the program director will review the applicants and accept or deny the applications. The student's account will be charged the program fee as determined by the budget.

- 26. Complete the [Study Abroad Budget](#). The multi-tabbed Excel budget file should accompany the Request for Approval Form. The budget details student costs, director/faculty salary and expenses and program overhead.
We realize that it may be difficult to provide budget details many months in advance; however, provide your best estimates and we will work with you on budget specifics and modifications as the time for the program approaches.
- 27. Review program policies, including withdrawal and refund policy.
 - a. [Refund policy; medical/compassionate withdrawal policy](#).
 - b. Establish behavioral expectations including clear definition of behavior that warrants dismissal of a student from a program.

H. Academic Endorsements

Program Proposed by (*print*): _____ Signature: _____

Program Name/Location: _____

Course(s): _____ Department: _____

Department Chair and Dean:

Your signature below indicates your approval of this study abroad program and you agree to the following:

- This program contributes to the teaching goals of the department/major.
- The curriculum is appropriate and sufficiently rigorous, commensurate with other courses in your department/college, including content and pedagogical methods(s) appropriate to the discipline (traditional lecture, lab research, internship, field research, service-learning, etc.).
- All course numbers listed exist as University of Alabama courses, or are currently in the process of approval and expected to succeed.
- The department will support the program through promotional activities, academic advising, course scheduling and verification of participant registration in the program courses.

If a program offers courses in more than one department, approval must be obtained from each department. All signatures are required.

Department Chair 1 (*please print*): _____ Date: _____

Signature of Chair 1: _____

Department Chair 1 (*please print*): _____ Date: _____

Signature of Chair 1: _____

Dean (*please print*): _____ Date: _____

Dean: _____

FOR EA USE ONLY

International Education Committee

Review by Faculty Selection Committee

- ☐ Recommended for approval
- ☐ Not Recommended for approval

Comments: _____

Representative (*please print*): _____

Signature: _____ Date: _____

Education Abroad Director

- ☐ Approved
- ☐ Not Approved

Signature: _____ Date: _____

Associate Provost for International Education & Global Outreach

- ☐ Approved
- ☐ Not Approved

Signature: _____ Date: _____