

Faculty-Led Study Abroad Program Proposal

Welcome Aboard!

The office of Summer Study Abroad (SSAb) appreciates the opportunity to partner with you and your Department and College to develop a rich and exciting educational program, bound to provide life changing experiences for all involved.

Though much work and effort is required to develop and lead a successful program, the SSAb Office is ready and willing to assist you every step of the way. Please do not hesitate to contact us as you work your way through the proposal process and program development phase. We look forward to working with you.

NEW PROGRAM PROPOSALS AND SPRING BREAK PROPOSALS ARE DUE **AUGUST 1.**

RETURNING PROGRAM PROPOSALS ARE DUE **AUGUST 31.**

Program Proposal Checklist

A complete SSAb Program Proposal includes the following:

- _____ Completed and signed Program Proposal Application with the signatures of your Department Chair/Program Director and Dean
- _____ A course syllabus for each course offered, including evaluation methods and how cultural activities will be integrated into the course
- _____ Program Itinerary and Academic Schedule
- _____ A Program Budget using the SSAb Spreadsheet

Note: Should you need assistance while developing your Program Proposal please contact Whitney Morris, morriswh@ecu.edu, Coordinator for Faculty-Led Study Abroad at 252-328-9218 or Shadawn Simmons, simmonssh@ecu.edu, or 252-328-9219.

Upon completion and approval by your Department Chair/Program Director and Dean, please submit the proposal to Summer Study Abroad, 303-A Self Help Center, Office of Continuing Studies, where the budget and logistics will be reviewed further by the Summer Study Abroad Review Committee, and the additional required signatures are secured.

Program Information

Program Name_____

Program Location_____

Program Dates_____

Program Overview:

Please provide a brief Program Proposal Overview. Include how the course will be enhanced by being taught abroad; discuss your background/experience in the host country; discuss the role of each proposed faculty/assistant. Please attach additional pages as needed.

Academics

Primary Faculty Director _____ Sponsoring Dept/College _____

Campus Phone: _____ E-Mail _____

Additional Faculty/Teaching Asst _____ E-Mail _____

Additional Faculty/Teaching Asst _____ E-Mail _____

Additional Faculty/Teaching Asst _____ E-Mail _____

Courses to be offered:

Course Number	Course Title	Credits	Instructor	Banner ID
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Note: Attach additional course listings if necessary. Please list all courses that you will offer through this program, including Independent Study, Directed Readings and Thesis classes for graduate and undergraduate study. Courses offered from other departments require approval from appropriate Dean and Department Head.

Academics

Credits to be earned: 3 CH 6 CH Other_____

Student Eligibility: Undergraduates Graduates Open to other Universities

Required GPA: _____ (*SSAb requires 2.0 minimum; Faculty may impose a higher GPA requirement.*)

What are the criteria for participant selection?

Orientation and Instruction

Faculty Directors are encouraged to meet at least twice with their program participants prior to departure to discuss preparation for the program including academics, cultural norms, health and safety, housing, code of conduct, etc., and at least once when students arrive at the program site. The Summer Study Abroad Office, in conjunction with International Affairs, will also hold an Orientation Session for all students traveling abroad. For scheduling purposes, please provide tentative dates for your meetings. If instruction is planned prior to departure, please indicate dates and locations.

Pre-Departure Orientation Date_____ Location_____

Pre-Departure Orientation Date_____ Location_____

On-site Orientation Date_____ Location_____

Pre-Departure Instruction Date_____ Location_____

Logistics

Will a Travel Agency/Overseas Provider be used to assist the Faculty Director with program logistics? Yes No

If “yes”:

Name of Provider: _____

Address of Provider: _____

Services to be Provided:

Have you used this provider previously? Yes _____ No _____

What flight arrangements are you considering for the group?

Will you be requesting one of the following?

ProCard

Cash Advance

Note: *In most cases, when using a provider, formal contracts are required. Contracts must be reviewed by the University Attorney, SSAb, and signed by the Provost. Faculty Directors are not authorized to sign contracts for the university.*

The Office of SSAb encourages Faculty Directors to assist with flight arrangements for the group; however, it is recommended that the students purchase their own airline tickets. If using a travel agent for the group, flights must be paid through ECU.

Housing

Students will be housed in:

Commercial Hotels/Apts Residence Halls Home Stay

Other _____

Faculty/staff will be housed in:

Commercial Hotels/Apts Residence Halls Home Stay

Other _____

How far apart will students and faculty be housed? _____

Additional Information:

Budget and Enrollment

Each SSAb program must be 100% self-supporting. This means that if a certain enrollment threshold level is not achieved, it may be necessary to reduce the salaries and expenses of the faculty members and assistants, raise the cost of the program, or cancel the program. SSAb salaries follow the standard summer school salary guidelines for programs with sufficient enrollment.

What are the minimum and maximum number of students you will require to lead your program abroad?

Minimum _____ Maximum _____

Comments:

What is the anticipated cost of the program per participant? _____

Financial Support

Will the sponsoring department/college assist with travel funds/Faculty Director expenses?

Yes No

If “yes” please indicate the amount and source of funds that will be contributed.

Will a grant be used to assist with travel/program costs? Yes No

If “yes” please share details.

Publicity

Faculty Directors are responsible for recruiting students. The programs with the highest enrollment numbers are those that have Faculty Directors who are very active recruiters. Faculty Directors are encouraged to attend the Study Abroad Fair(s) held in September and January to publicize their programs. Once a program is approved, it will be included on the Summer Study Abroad website. What additional plans do you have for publicizing the program?

Faculty Directors are encouraged to develop their own program websites. If you plan to develop a website or already have one, please check the appropriate box.

I would like to link my website to the SSAb site.

Website address: _____

I plan to develop a site.

I would like to advertise my program and participate in the Study Abroad Fairs (September /January)

I plan to market my program to other universities

Universities: _____

Submission and Approvals Page

By signing this document, you are certifying that this program is academically rigorous, financially viable, and that the department will promote this program to the best of its ability.

Faculty Director:

Name (Please Print) _____

Signature & Date _____

Approved by:

Department Chair/Program Director:

Name (Please Print) _____

Signature & Date _____

Dean of College/School:

Name (Please Print) _____

Signature & Date _____

Coordinator, Summer Study Abroad:

Signature & Date _____

Executive Director, Continuing Studies:

Signature & Date _____

Executive Director, Global Affairs:

Signature & Date _____