FACULTY-LED STUDY ABROAD PROGRAM PROPOSAL

Please use this template to develop your program proposal. Your department head and college (associate) dean and the UF International Center (Study Abroad Services) must approve your program proposal.

SECTION I: FACULTY INFORMATION

Primary Faculty Director: __________________________

Academic Department/College: Email Address:

UFID: Campus Phone:

Experience Leading a Program abroad: (Describe your experience leading a UF Sponsored or other Study Abroad program)

Faculty Co-Director / Teaching Assistant: __________________________

_____ Faculty Co-leader _____ Teaching Assistant

Academic Department/College: Email Address:

UFID: Campus Phone:

Experience Leading a Program abroad: (Describe your experience leading a UF Sponsored or other Study Abroad program)
SECTION II: PROGRAM DESCRIPTION

Program Title: UF in (name of Country) ____________________________

Program Secondary Title: ______________________________

Program Description: (Please describe the program addressing the following questions in mind:

1. What are the intended academic goals of the program?
2. What are the intercultural learning goals of the program?
3. Who is the intended audience for this program?
4. In what way does the curriculum leverage the unique learning opportunity of your host country context?
5. What is the nature and degree of exposure to the host culture / language?

Program Location:

City: ___________________________ Country: ___________________________

If multiple locations are used, please list here:

1. Name of City, Country _____________________________
2. Name of City, Country _____________________________
3. Name of City, Country _____________________________
**Term:** (Program and course dates should ideally fall within the university term dates).

- Fall
- Winter Break
- Spring
- Spring-Break
- Summer A
- Summer B
- Summer C

**Program Start Date:** __________________________

**Program End Date:** __________________________

(Program start and end date should align within the standard university term dates. If program requires multiple meetings, online discussions, or assignments prior to the start or after the end date of the program, please justify the need for such arrangements here):

Please note on-campus/online, and in-country dates, if applicable:

- Dates on-campus: ____________________________
- Dates in country: ____________________________
- Dates On-line: ____________________________

**Program Type:** (Different program models can include different experiential learning types)

a. Integrated Model: ___
b. Hybrid Model: ___
c. Island Model: ___
d. Service Learning: ___
e. Internship: ___
f. Research: ___

**SECTION III: COURSE INFORMATION**

**COURSE #1:**

Course Prefix and Number: ____________________________

Course Title: ____________________________

**Number of Credits:** ____________________________

List pre-requisites for this course:

Is this course cross-listed with another course? If so, please list course prefix, course number and title:

__________________________

Please describe the instructional format for this course (lectures, meetings, or other related activities):
COURSE #2:
Course Prefix and Number: ____________________
Course Title: _______________________________
Number of Credits: ________________

List pre-requisites for this course:

Is this course cross-listed with another course? If so, please list course prefix, course number and title: ____________________

Please describe the instructional format for this course (lectures, meetings, or other related activities):

SECTION IV: STUDENT LEARNING OUTCOMES & ASSESSMENT PLAN

List proposed learning outcomes, activities to achieve outcomes, and assessment plan OR include in course syllabus.

Note: The following SLOs were designed for the University of Florida Quality Enhancement Plan (QEP).

- **SLO1** (Content): Students identify, describe, and explain global and intercultural conditions and interdependencies.
- **SLO2** (Critical Thinking): Students analyze and interpret global and intercultural issues.
- **SLO3** (Communication): Students communicate effectively with members of other cultures.
SECTION V: RECRUITMENT PLAN

Note: Minimum enrollment is based on the number of students required to break-even for your program. This is typically about 10 students.

How to plan to recruit students for your program (i.e. info sessions, class presentations, fair, etc.):

What groups of students will you target to recruit for your program?

SECTION VI: HEALTH AND WELLNESS

Are vaccinations/immunizations required for travel to the host country? _____yes _____No (if yes, please list here)

SECTION VII: STUDENT EXPENSES

List expenses not included in the program budget that students will need to budget for:

SECTION VIII: PROGRAM MANAGEMENT

Which Third-Party provider / Host Institution do you plan to use for services/logistics in the host country?

Name of Provider / Institution:

Contact info for Provider / Institution:

Will you need assistance locating a third-party provider?

Accommodations for Faculty:

_____ Hotel  _____ Dorm  _____ Hostel  _____ Homestay  _____ Apartment

Other: _______________________________________________________

Accommodations for Students:

_____ Hotel  _____ Dorm  _____ Hostel  _____ Homestay  _____ Apartment

Other: _______________________________________________________
Other: ____________________________________________________________________________

Meals:
Will meals be included in the program fee?  ____Yes  ____ No  ______ Some

Transportation:
Airfare: *(Students purchase their own international airfare).*
Will in-country transportation be required for this program?  ____Yes  ____ No
How will students be transported in the host country (Local Bus, Train, Cab, rental vehicle, etc.)? List in-country transportation method(s) here:

Cultural Activities *(Explain what cultural activities will be included in your program and how they enhance / add value to the class that is being offered):*

SECTION IX: RE-ENTRY DEBRIEFING AND ON-CAMPUS CONTRIBUTION
Describe your plan to help students to process their experience on your program and to share the value of their experience with the larger campus community (post program meeting, on-campus presentation, etc.).

SECTION X: STUDENT PARTICIPATION REQUIREMENTS
All students will apply to Study Abroad using the Study Abroad application portal, Studio Abroad. Please list and/or attach any requirements/documents that students must to complete during the registration process (essays, interviews, etc.):

Signature: ___________________________ Faculty Director  Date: ______________

Signature: ___________________________ Faculty Co-Director  Date: ______________
STUDY ABROAD PROGRAM APPROVAL

Program Name: Location (city and country): ________________________________

Program Director: ________________________________

Dates: ________________________________

Courses Offered:

1. Course Prefix and #: _______ Title: ________________________ # of credits: _____
2. Course Prefix and #: _______ Title: ________________________ # of credits: _____
3. Course Prefix and #: _______ Title: ________________________ # of credits: _____

Chair and Dean: Your signatures below indicate your approval of this study abroad program proposal and the accompanying syllabi, and that you have ascertained the following:

- The program offers the requisite contact hours for the credit hours to be awarded. **
- The program director, any other UF faculty, any local (international) faculty and all graduate teaching assistants scheduled to teach in the program, are qualified to teach in this program.
- The curriculum is appropriate and sufficiently rigorous, commensurate with other courses in your department/college, including content and pedagogical method(s) appropriate to the discipline, (traditional lecture, field research, service-learning, etc.), and appropriate number and types of assignments.
- Student learning outcomes are clearly defined.
- This program contributes to the teaching goals of the department/major.
- All course numbers listed are existing UF courses, or are currently in the process of curricular approval and expected to succeed.

Program Director ________________________________ Date __________

Department/Center Chair/Director ________________________________ Date __________

Dean or Associate Dean ________________________________ Date __________

* All UF faculty led programs are self-funded (off-book) programs. Departments will not receive any SCHs for the courses offered abroad.
** A minimum of 15 contact hours of instruction is required for each credit hour. Hours of instruction might include lectures and site visits.

Approved by UFIC: ________________________________ Date __________