



Conrad, Kathryn Elizabeth (Edit Profile)

UNT Faculty Led Program Proposal

Summer, 2027

Status: Pending

Outgoing Applicant

Created: 04/01/2026 (@ 01:38:45 PM) (by Applicant)

Last Updated: 04/01/2026 @ 01:38:45 PM (@ 01:38:45 PM)

Last Viewed by Applicant: *unknown*

(add principal application)

Responses for "Faculty Led Program Proposal Part I: Faculty Leader Information"

1. Prefix

No Response

2. Faculty Leader Name

No Response

3. Faculty Leader Title

Please provide your UNT Faculty Title. Please note: Adjunct faculty may not lead a program, but may be hired as support faculty or non-teaching faculty (adjunct assistant category) at the discretion of the sponsoring college/school.

No Response

4. Faculty Leader Email

No Response

5. Faculty Leader Cell Phone

Please indicate if this is the cell number you will use abroad. If so, who is your cell phone carrier?

No Response

6. Faculty Leader's Home Address

No Response

7. Faculty Leader EUID

Please enter your UNT EUID used to login to MyUNT, Canvas, etc. (e.g. sa5839, jnd2392).

No Response

8. Faculty Leader UNT ID Number

Please enter your 8-digit UNT ID number (e.g. 12345678).

No Response

9. Faculty Leader Office Phone

No Response

10. Faculty Leader Department

No Response

11. Department Chair

List the name of the Department Chair of the department sponsoring this program.

No Response

12. Associate Dean for Academics

List the name of the Associate Dean for Academics of the College sponsoring this program.

No Response

13. Departmental Advising Contact

List the main contact for your departmental advising office.

No Response

14. Department/College Course Scheduler

List the course scheduling contact for your department/college.

No Response

15. Faculty Leader Experience

Please briefly outline the experience of the Faculty Leader in teaching the proposed course(s) or similar courses at UNT, leading U.S. students in a foreign setting, or other relevant teaching experience.

No Response

16. Faculty Leader SPOT Evaluations

Please enter the SPOT evaluation scores for all courses taught in the two most recent long semesters. Please provide supplemental information if the average across all evaluations is less than a 3.0.

No Response



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Responses for "Faculty Led Program Proposal Part IA: Co-Leader Information"

1. Prefix

No Response

2. Co-Leader Name

No Response

3. Co-Leader Title

Please provide your UNT Faculty Title. Please note: Adjunct faculty may not lead a program, but may be hired as support faculty or non-teaching faculty (adjunct assistant category) at the discretion of the sponsoring college/school.

No Response

4. Co-Leader Email

No Response

5. Co-Leader UNT EUID

Please enter your UNT EUID used to login to MyUNT, Canvas, etc. (e.g. sa5839, jnd2392).

No Response

6. Co-Leader UNT ID Number

Please enter your 8-digit UNT ID number (e.g. 12345678).

No Response

7. Co-Leader Cell Phone

Please indicate if this is the cell number you will use abroad? If so, who is your cell phone carrier?

No Response

8. Co-Leader Office Phone

No Response

9. Co-Leader Department

No Response

10. Department Chair

No Response

11. Associate Dean for Academics

No Response

12. Departmental Advising Contact

List the main contact for your departmental advising office.

No Response

13. Co-Leader Role

Please indicate Teaching or Program Assistant as the role of the co-Leader. Program Assistants are non-teaching faculty or staff who offer logistic support. GSAs and TAs are not permitted to act as a co-leader on a study abroad program. Program Assistant co-leaders receive a pre-determined weekly task payment as opposed to their per credit hour rate for teaching.

No Response

14. Co-Leader Experience

Please briefly outline the experience of the Co-Leader in teaching the proposed course(s) or similar courses at UNT, leading U.S. students in a foreign setting, or other relevant teaching experience, as well as how the co-leader's role is advantageous for your program. Please note that including a co-leader will always have an impact on our internal program budget and influence the program's likelihood of success. If you have a co-teaching co-leader, this will raise the minimum number of students needed for the program to run. If you have a program assistant co-leader, this will raise the cost of the program for students. All programs are required to either have a co-leader or work with one of our international partners.

No Response



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Responses for "Faculty Led Program Proposal Part IB: Accompanying Traveler Information"

1. Co-Traveler Information

Please provide the following information for each co-traveler: Name, Date of Birth, Relationship, Adult or Minor, and Email Address for Adult Co-Travelers. All co-travelers must be approved at the time of proposal.

No Response

2. Accompanying Minors

If there are accompanying minors, please describe who will be responsible for their 24/7 care, including full time care while the program leaders travel away from the primary location on day trips and/or overnight.

No Response

3. Role of Accompanying Travelers

Please indicate that you have read and understand the section on accompanying travelers on faculty led programming (Yes or No). This is a strict policy, and program partners will be instructed to enforce the policy or let us know about policy violations.

No Response



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Responses for "Faculty Led Program Proposal Part II: Program Overview"

1. Proposed Program Name

Please provide the name of program you are proposing. This will be the name used to identify the program and also for the Study Abroad website and marketing information. Use key words that capture the idea of your program.

No Response

2. Proposed Locations

Please list all tentative locations the proposed program will visit.

Please list in the following format "City, Country" and separate locate locations by a semicolon. For example, Mendoza, Argentina; Buenos Aires, Argentina.

No Response

3. Program Description

Please provide 3-5 descriptive sentences regarding your program for use on marketing materials. This should include program overview, program highlights, academic and professional benefits, etc.

No Response

4. Academic Term

Please select the academic term for the proposed program. Note: Curricular content and contact hours **cannot** occur outside of the program's designated term.

No Response

5. Career Level

Select the appropriate course levels offered for the program.

No Response

6. Total Program Credit Hours

Please indicate the number of UNT credit hours for the program and/or any transfer credit hours for the program.

No Response

7. OTHER Program Credit Hours Offered

If you selected Other for the program credit hours, please detail the number of credit hours offered.

No Response

8. Proposed Program Departure Date

Please provide the proposed Program Departure Date: the date the participants will depart the United States.

No Response

9. Proposed Program Start Date

Please provide the proposed arrival date at the program destination. Study Abroad programs begin on the day the student arrives at destination.

No Response

10. Proposed Program End Date

Please provide the proposed Program End Date: the date which you depart home for the United States.

No Response

11. On-Campus or Online Dates for Program

Are there any on-campus (UNT) or online classes for the proposed program? If Yes, please provide the approximate dates of any online or on-campus components of the proposed program. These may take place before or after the international travel dates, but must fit into the dates of the chosen summer session.

No Response

12. Program Marketing and Recruiting

SAO supports all study abroad opportunities available to UNT students, but ultimately the Faculty Leader is the principal marketer/recruiter for each faculty led program. Are these duties that you are prepared to take on?

No Response

13. Target Student Population

Please describe your target population of students and whether the proposed course is required by the college or department for the major. What avenues are available to you through your department/college for reaching this target group (ex: classroom visits, info sessions, departmental newsletters, social media, events, etc.)?

No Response

14. Transient Non-Degree Seeking Students

Opening your program to transient students requires that the student apply to UNT as non-degree seeking. Additional requirements including an interview with the Faculty Leader(s) is also required. For a full list of transient student requirements, please see the Faculty Leader Handbook. Would you like to open up your program to Non-UNT students? Please note that these students are not eligible for financial aid or our office's scholarships.

If yes, please provide additional information in the comment box about whether or not you have relationships with other US institutions or access to non-UNT students that you think would be interested in participating on your program?

No Response

15. UNT Post-Bacc Students

Students who have graduated from UNT prior to the study abroad term (ex: Spring graduates prior to a summer program, or December graduates prior to a winter session program) are able to apply to faculty led programs as post-bacc students. Would you like to open up your program to UNT post-bacc students? Please note that these students are not eligible for financial aid or our office's scholarships.

No Response

16. Minimum GPA Required

Please list the minimum cumulative UNT GPA required to participate in the proposed program. UNT requires that all study abroad participants have a minimum cumulative UNT GPA of 2.0. Faculty leaders may set a higher minimum GPA requirement. **SAO recommends a minimum 2.25**, with faculty discretion to accept students with 2.0 or higher.

No Response

17. Program Course(s) & Location Fit

Please explain your rationale for choosing this combination of course(s) and location(s). How do you expect the location(s) to influence your teaching and student learning? How are the number of proposed sites to visit, their geographical proximity to each other and the time spent travelling between them conducive to achieving the stated learning outcomes?

No Response

18. Institutional Goals Attainment

How does the proposed program support and enhance departmental, college/school, and university goals including developing students as global citizens?

No Response

19. Comparison to Existing Study Abroad Programs

How is the proposed program unique and distinct from existing UNT study abroad programs in this location or those offering similar coursework?

No Response

20. Program Frequency

SAO encourages developing sustainable programs that students can expect to be offered at regular intervals, either every year or every other year. If the program is successful, are you interested in offering it again in the future? If so, please describe the anticipated frequency.

No Response

21. Marketing Material 1

Please upload a open-sourced, high resolution images that you would like to be considered for your program's marketing material. SAO will decide among the three images as to which one will best work with SAO's standard templates. If you choose not to upload images, SAO has sole discretion over the image used. Images that are not open-sourced, not high resolution, or that have a watermark will not be considered. Faculty personal photos of the location are permitted provided it is your photograph and high resolution. Pixabay.com (<https://pixabay.com/>) and Upsplash.com (<https://unsplash.com/>) are two open-sourced websites that you can use to access high resolution photos.

22. Marketing Material 2

Please upload a open-sourced, high resolution images that you would like to be considered for your program's marketing material. SAO will decide among the three images as to which one will best work with SAO's standard templates. If you choose not to upload images, SAO has sole discretion over the image used. Images that are not open-sourced, not high resolution, or that have a watermark will not be considered. Faculty personal photos of the location are permitted provided it is your photograph and high resolution. Pixabay.com (<https://pixabay.com/>) and Upsplash.com (<https://unsplash.com/>) are two open-sourced websites that you can use to access high resolution photos.

23. Marketing Material 3

Please upload a open-sourced, high resolution images that you would like to be considered for your program's marketing material. SAO will decide among the three images as to which one will best work with SAO's standard templates. If you choose not to upload images, SAO has sole discretion over the image used. Images that are not open-sourced, not high resolution, or that have a watermark will not be considered. Faculty personal photos of the location are permitted provided it is your photograph and high resolution. Pixabay.com (<https://pixabay.com/>) and Upsplash.com (<https://unsplash.com/>) are two open-sourced websites that you can use to access high resolution photos.



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Responses for "Faculty Led Program Proposal Part III: UNT Course Information"

Instructions:

This form allows for up to 2 UNT courses. If you have additional UNT courses included in your program, please request additional course slots be added by the Study Abroad Office.

1. UNT Course 1 Prefix & Course Number

Enter the UNT course prefix and number (e.g. SPAN 2050). List split-level courses together (e.g. ANTH 4900/5900). Also include any cross-listed courses (e.g. BIOL/PHIL 4054).

No Response

2. UNT Course 1 Title from the UNT Course Catalog

Please use the catalog description of the course number. You can find the catalog here: <https://catalog.unt.edu/>

No Response

3. UNT Course 1 Description from the UNT Course Catalog

No Response

4. UNT Course 1 Learning Objectives

No Response

5. UNT Course 1 Instructor

No Response

6. UNT Course 1 Credit Hours

Please enter the number of credit hours for this course.

No Response

7. UNT Course 1 Prerequisites / Special Requirements

Indicate any prerequisites or special requirements for this course. Special requirements could include specific majors, participation in a program such as PLP, or any other requirement for the class.

No Response

8. UNT Course 1 Classroom-based Lecture Hours Abroad

Please indicate the number of traditional lecture hours delivered abroad. Please note that faculty led programs are intended to be dynamic and hands-on experiences with as little time spent in a formal classroom as possible. SAO encourages faculty to limit the number of classroom lecture hours abroad to no more than 25 hours.

Additionally, including formal classroom space often will raise the price of the program to students. To avoid this, some faculty leaders will opt to hold some or all of their lectures in outdoor public spaces such as parks. Please indicate whether you will require formal class space for these lecture hours.

No Response

9. UNT Course 1 Contact Hours for Activities While Abroad

Please indicate the number of contact hours for activities while abroad. Activities are instructional contact hours outside of the classroom such as fieldwork, excursions, walking tours, site visits with guest lectures, and service learning activities. These may be counted toward the required number of instructional contact hours if the faculty leader satisfactorily explains how these activities contribute to the learning objectives of the course.

No Response

10. UNT Course 1 Description of Activities Counted as Contact Hours

Describe all activities counted as contact hours in the previous question and indicate the number of contact hours assigned to each activity. Describe the academic relevance of proposed activities, company visits, guest lectures, and/or excursions (day or overnight trips outside the program location) and how they are academically justified.

When you count activities as contact hours, they are counted at a ratio of 2:1. Lectures delivered by you or guest lecturers are counted as 1:1. Please make sure your contact hours total 45-48 hours in total (including on-campus or online content prior to or following the program abroad).

It is not required to identify specific organizations or companies at this stage, but please include as much detail as possible about what you wish to gain from the experience (ex: site visit and guest lecture with a nonprofit addressing racial inequality, tour of a local apparel manufacturer, etc.)

No Response

11. UNT Course 1 Contact Hours Pre- or Post- Program (On Campus or Online)

Please indicate the number of contact hours held before or after the program, if any. Please note that these hours 1) cannot exceed 22 hours and 2) must still fall within the dates of the chosen summer session.

No Response

12. UNT Course 1 Total Contact Hours

The total contact hours for the course are composed of the combined total of classroom hours, activity hours, and pre- or post-program hours, if applicable. Courses must have 45 contact hours to meet THECB requirements.

No Response

13. Classroom Requirements

Indicate if you require any reservation of classroom space while abroad. If so, please outline the number of hours/days you would like reserved and any audiovisual needs for the space. Note that adding meeting spaces incur additional charges, so some faculty opt for open-air discussions in public places like parks or cafes to reduce costs.

No Response

14. UNT Course 1 Syllabus & Proposed Itinerary

Provide a syllabus for the course, which should include a loose proposed itinerary for the program. If you have difficulty uploading a document, please try switching your browser. Please include the following Office of Disability Access (ODA) / Americans with Disabilities Act (ADA) statement on all syllabi: The University of North Texas makes reasonable academic accommodation for students with disabilities. Students seeking reasonable accommodation must first register with ODA to verify their eligibility. If a disability is verified, ODA will provide you with a reasonable accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request reasonable accommodations at any time, however, ODA notices of reasonable accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of reasonable accommodation for every semester and must meet with each faculty member prior to implementation in each class. For study abroad courses, students requesting accommodations should notify their faculty leader as early as possible so that appropriate arrangements can be made. Note that while the ADA does not extend beyond US borders, and international accessibility requirements vary broadly from US standards, UNT study abroad programs will endeavor to provide accommodations wherever practicable. Students are strongly encouraged to deliver letters of reasonable accommodation during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information: **UNT Office of Disability Access** (<http://disability.unt.edu>). You may also contact ODA by phone at 940.565.4323.

15. UNT Course 2 Prefix & Course Number

No Response

16. UNT Course 2 Title from the UNT Course Catalog

Please use the course catalog descript for the course code you will be using. You can find it here:
<https://catalog.unt.edu/>

No Response

17. UNT Course 2 Description from the UNT Catalog

No Response

18. UNT Course 2 Learning Objectives

No Response

19. UNT Course 2 Instructor

No Response

20. UNT Course 2 Credit Hours

Please enter the number of credit hours for this course.

No Response

21. UNT Course 2 Prerequisites / Special Requirements

Indicate any prerequisites or special requirements for this course. Special requirements could include specific majors, participation in a program such as PLP, or any other requirement for the class.

No Response

22. UNT Course 1 Classroom-based Lecture Hours Abroad

Please indicate the number of traditional lecture hours delivered abroad. Please note that faculty led programs are intended to be dynamic and hands-on experiences with as little time spent in a formal classroom as possible. SAO encourages faculty to limit the number of classroom lecture hours abroad to no more than 25 hours.

Additionally, including formal classroom space often will raise the price of the program to students. To avoid this, some faculty leaders will opt to hold some or all of their lectures in outdoor public spaces such as parks. Please indicate whether you will require formal class space for these lecture hours.

No Response

23. UNT Course 2 Contact Hours for Activities While Abroad

Please indicate the number of contact hours for activities while abroad. Activities are instructional contact hours outside of the classroom such as fieldwork, excursions, walking tours, site visits with guest lectures, and service learning activities. These may be counted toward the required number of instructional contact hours if the faculty leader satisfactorily explains how these activities contribute to the learning objectives of the course.

No Response

24. UNT Course 2 Description of Activities Counted as Contact Hours

Describe all activities counted as contact hours in the previous question and indicate the number of contact hours assigned to each activity. Describe the academic relevance of proposed activities, company visits, guest lectures, and/or excursions (day or overnight trips outside the program location) and how they are academically justified. It is not required to identify specific organizations or companies at this stage, but please include as much detail as possible about what you wish to gain from the experience (ex: site visit and guest lecture with a nonprofit addressing racial inequality, tour of a local apparel manufacturer, etc.)

No Response

25. UNT Course 1 Contact Hours Pre- or Post- Program (On Campus or Online)

Please indicate the number of contact hours held before or after the program, if any. Please note that these hours 1) cannot exceed 22 hours and 2) must still fall within the dates of the chosen summer session.

No Response

26. Classroom Requirements

Indicate if you require any reservation of classroom space while abroad. If so, please outline the number of hours/days you would like reserved and any audiovisual needs for the space. Note that adding meeting spaces incur additional charges, so some faculty opt for open-air discussions in public places like parks to reduce costs.

No Response

27. UNT Course 2 Syllabus & Proposed Itinerary

Provide a syllabus for the course. If you have difficulty uploading a document, please try switching your browser.



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Responses for "Faculty Led Program Proposal Part IIIA: Transfer Course Information"

Instructions:

This proposal includes two transfer course options. Only complete the questions for the transfer courses associated with your program. If your program includes more than two transfer course options, please request additional course slots be added by contacting the Study Abroad Office.

1. Host Institution Name

No Response

2. Host Institution Website

No Response

3. Transfer Course 1 Title & Number

No Response

4. Transfer Course 1 Credits

No Response

5. Transfer Course 1 UNT Equivalent Course(s)

No Response

6. Transfer Course 1 Syllabus

If a syllabus is not available for the transfer course, provide a course description from the host institution.

7. Transfer Course 1 Prerequisite(s)

No Response

8. Transfer Course 2 Title & Number

No Response

9. Transfer Course 2 Credits

No Response

10. Transfer Course 2 UNT Equivalent Course Number

No Response

11. Transfer Course 2 Prerequisite(s)

No Response

12. Transfer Course 2 Syllabus

If a syllabus is not available for the transfer course, provide a course description from the host institution.



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Responses for "Faculty Led Program Proposal Part IV: Safety, Security and Health"

Instructions:

Risk management is one of the most important aspects of taking students abroad. All Faculty Leaders should thoroughly research their proposed destination(s) in order to ensure due diligence in the program proposal process and only propose destinations where the faculty leader can mediate any concerns. A program proposal may be denied if the destination shows evidence of significant security or health concerns, or is unable to accommodate a diverse pool of students. This proposal represents only the first step in the comprehensive evaluation of the safety, security, and health components of program locations.

1. Faculty Leader Location Familiarity

Describe the leader and co-leader (if applicable) familiarity with each program location.

No Response

2. Local Resources in Host Country

List the name and contact information for any organizations, partner universities, vendors or contacts in the host country you anticipate may provide program support. Include your rationale for choosing this particular resource. If you do not have any local resources, please write "I defer to the Study Abroad Office for assistance."

3. Location Travel Advisory Level

Please list the US Travel Advisory level for the country/countries and state any concerns/cautions listed in the country summary. Please note that any travel to a Level 3 country is subject to review and approval by UNT's International Risk Oversight Committee (IROC). Travel to Level 4 countries is strictly prohibited. Review the following resources for guidance:

- **U.S. State Department Warnings and Alerts**
(<https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html>)
 - **U.S. State Department Country Specific Information**
(<https://travel.state.gov/content/passports/en/country.html>)
 - **U.S. Department of Treasury Sanctions List** (<https://www.treasury.gov/resource-center/sanctions/Programs/Pages/Programs.aspx>)
 - **U.S. CIA World Factbook** (<https://www.cia.gov/library/publications/the-world-factbook/>)
 - **AIG Global Watch** (<http://www.aig.com/globalwatch>)
-

4. Transportation Safety and Security Concerns

Identify the concerns related to the safety and security of transportation utilized throughout the program and proposed excursion(s). For example, will you be traveling at night, using 18-passenger vans or boats, or traveling through rural areas? Please note that faculty and students are not permitted to operate vehicles while abroad as it relates to the program.

5. Physical/Mobility Concerns

Identify the concerns related to mobility and describe how you will advise participants about the physical requirements of the program. The Americans with Disabilities Act only applies to the U.S. and U.S. territories, and not all accommodations requested can be provided abroad; they are subject to the environment and the laws of the destination. UNT will make a good faith effort to provide access to reasonable accommodations for students studying abroad but any additional cost (e.g. for Sign Language interpreters, personal assistants) may be the responsibility of the student. SAO will work with the Office of Disability Access (ODA) and the Faculty Leader to address accommodation requests.

No Response

6. Health Concerns

Identify the concerns related to health and describe how you will advise participants about these concerns. For example, are immunizations needed? Review the following resource for guidance: **U.S. Center for Disease Control** (<https://wwwnc.cdc.gov/travel/destinations/list>)

7. Identity-Based Concerns

Identify the identity-related concerns and describe how you will advise participants about these concerns (ex. racial/ethnic concerns, gender-based concerns, LGBTQ+ concerns). Provide detailed information about these, including precautions to be taken and/or how such concerns can be mitigated.

No Response

8. Water-Related Activities

Describe any planned or optional (free time) water-related activities. For water-related activities planned as part of the program activity, provide an academic justification. Please note that water-related activities are highly scrutinized by the SAO, so strong academic justification is required.

No Response

9. Emergency Response Planning

As the leader of a program, you may experience a number of different emergency situations including the injury or death of a participant, a mental health crisis, political unrest, or the physical/sexual assault of a participant. Although the Study Abroad Office provides training and support in each of these situations in collaboration with other university offices, detail your experience responding to similar emergency situations, especially in the planned destination(s).

10. Emergency Alternate Faculty/Administrator

Each program is required to designate a back-up faculty/administrator available to join the program in case of an emergency that prevents the faculty leader from fulfilling their leadership responsibilities. Please note that the emergency alternate faculty cannot be the same faculty as the program co-leader. Please provide the following information: Name, Title, Department, Email, and Phone Number. If you are unsure who your emergency alternate faculty would be, please consult with your Department Chair.

No Response



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Responses for "Faculty Led Program Proposal Part V: Departmental Letter of Support"

1. Upload Departmental Letter of Support

Please upload a letter of support completed by your Chair/Dean. The letter should address (a) their approval of the proposed program, (b) endorsement of the faculty member to lead the program and why, and (c) the benefit of the program for the department and to its students. Please upload the letter in PDF format. If you are the chair of your department, please submit a letter from your Associate Dean for Academics.

2. Upload Second Departmental Letter of Support (For programs with leaders from different departments)

A second letter is only needed if both faculty leaders are from different departments. Alternatively, Chairs can submit a single jointly signed letter. This submission field can be left blank if it is not needed.
