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
6. Faculty Leader EUID

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

7. Faculty Leader UNT ID Number

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

8. Faculty Leader Office Phone

9. Faculty Leader Department

10. Department Chair

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

11. Dean of Sponsoring College

List the name of the Dean of the College sponsoring this program.

12. Departmental Advising Contact

List the main contact for your departmental advising office.

No Response
13. 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
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

No Response

8. Co-Leader Office Phone

No Response

9. Co-Leader Department

No Response

10. Department Chair

No Response

11. Dean of Sponsoring College

No Response

12. Departmental Advising Contact

List the main contact for your departmental advising office.

No Response
13. 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.

No Response

14. Co-Leader Role

Please indicate Teaching or Program Assistant as the role of the co-Leader. Program Assistant co-leaders are non-teaching faculty or staff. 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
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
### 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. Program Goals

Please provide the program's academic goals. Include reflective elements that integrate the program location with the learning objectives of the course(s).

No Response

5. 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. For example, if your program is abroad 6/10 - 7/1 and all content and contact hours are abroad, then this program would be classified under the Summer 5W1 term. However, if you require on-campus class time in May prior to being abroad, the term of the program would need to be 8W1 to include the required class time in May. Pre-departure information does not count as curricular content and cannot be included in contact hours.

No Response

6. 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.

Will the faculty leader be present on campus for the two semesters prior to the program to effectively market the program, recruit students and provide pre-departure information to committed students? If no, please provide an explanation of how you plan to accomplish these responsibilities for the program without being present on campus.

No Response

7. Career Level

Select the appropriate course levels offered for the program.

No Response

8. 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
9. OTHER Program Credit Hours Offered

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

No Response

10. Proposed Program Departure Date

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

No Response

11. 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

12. Proposed Program End Date

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

No Response

13. 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. For example, May 20-May 27, 2020 online class or July 1-5, 2020 students to work on papers independently and conduct presentations in class on July 9, 2020.

No Response

14. Minimum Number of Students

Indicate the target number for minimum enrollment in the program. Faculty Led programs require a minimum of ten (10) participants, but the final number of students will be determined by instructional costs and your College and the Study Abroad Office during the budgeting process.

No Response
15. Maximum Number of Students

Indicate the target number for maximum enrollment. This should reflect any capacity limit established by the host organization for classroom space, housing, or site visits. Keep in mind the goal is to offer this opportunity to as many students as possible while maintaining a manageable group size. SAO's policy for one faculty leader is a maximum of 20 students.

No Response

16. Target Student Population

Do you intend to recruit specifically from majors within your department/college, or would you like to open the program to all majors? How would this program appeal to students from outside of the department/college, if applicable?

No Response

17. 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

18. 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

19. Target Population Size

Approximately how many students comprise your target population on the UNT campus?
20. 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.

---

21. Excursions and Day Trips

Describe any academically relevant day trips and/or site visits you have in mind for the program location. Please be specific with the amount of time you would like to spend on these trips and the purpose/goal of the site visits so that our partners can propose activities that best fit your program vision.

---

22. 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?

---

23. Institutional Goals Attainment

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

---

24. 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?
25. 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 Unsplash.com (https://unsplash.com/) are two open-sourced websites that you can use to access high resolution photos.

26. 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 Unsplash.com (https://unsplash.com/) are two open-sourced websites that you can use to access high resolution photos.

27. 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 Unsplash.com (https://unsplash.com/) are two open-sourced websites that you can use to access high resolution photos.
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

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 Contact Hours for Lecture-Based Instruction While Abroad

Please indicate the number of lecture-based instruction contact hours delivered by you and/or by guest lecturers while abroad.

No Response

9. UNT Course 1 Contact Hours for Activities While Abroad, Counted at a 2:1 Ratio (Read Carefully)

Please indicate the number of contact hours for activities while abroad. Activities are non-lecture instructional contact hours such as fieldwork, excursions, walking tours, site visits, 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 at a 2:1 ratio (i.e. 2 hours of activity time equals 1 instructional contact hour). For example, 26 hours of activities = 13 contact hours.

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, field trips, 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 to a nonprofit addressing racial inequality, tour of a local apparel manufacturer, etc.)

No Response

11. UNT Course 1 Contact Hours On UNT Campus

Please indicate the number of contact hours on UNT campus before or after the program. Please remember that any contact hours must be held within the dates of the term for your program. Pre-departure orientations do NOT count toward total contact hours. If there are no contact hours on UNT campus, enter 0.

No Response

12. UNT Course 1 Contact Hours for Online Instruction

Please indicate the number of contact hours that are online. Please remember that any contact hours must be held within the dates of the term of your program. If there are no online contact hours, enter 0.

No Response

13. UNT Course 1 Total Contact Hours

All courses offered in a shortened format will consist of the same number of contact hours (45-48 per 3 credit course) as courses offered on campus. Please enter total contact hours for this course by adding up all lecture-based, activity-based, campus-based and online hours from above.

No Response

14. 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

15. Faculty Arranged Engagements
Indicate if you have any contacts in the proposed program location with whom you wish to arrange an academic engagement. If so, please include their contact information, the purpose of the engagement (facility tour, panel discussion, guest lecture, etc.) and the honorarium they require. Please enter "N/A" if you do not have overseas contacts and would like our international partner to facilitate all engagements.

No Response

16. UNT Course 1 Syllabus

Provide a syllabus for the course. 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.

No Response

17. UNT Course 2 Title from the UNT Course Catalog

No Response

18. UNT Course 2 Description from the UNT Catalog

No Response

19. UNT Course 2 Learning Objectives

No Response
20. UNT Course 2 Instructor

No Response

21. UNT Course 2 Credit Hours

Please enter the number of credit hours for this course.

No Response

22. 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

23. UNT Course 2 Contact Hours for Lecture-Based Instruction While Abroad

Please indicate the number of lecture-based instruction contact hours delivered by you and/or by guest lecturers while abroad.

No Response

24. UNT Course 2 Contact Hours for Activities While Abroad (Read Carefully)

Please indicate the number of contact hours for activities while abroad. Activities are non-lecture instructional contact hours such as fieldwork, excursions, walking tours, site visits, 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 at a 2:1 ratio (i.e. 2 hours of activity time equals 1 instructional contact hour). For example, 26 hours of activities = 13 contact hours.

No Response

25. 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, field trips, 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 (ex: site visit to a nonprofit addressing racial inequality, tour of a local apparel manufacturer, etc.)
26. UNT Course 2 Contact Hours On UNT Campus

Please indicate the number of contact hours on UNT campus before or after the program. Please remember that any contact hours must be held within the dates of the term for your program. Pre-departure orientations do NOT count toward total contact hours. If there are no contact hours on UNT campus, enter 0.

No Response

27. UNT Course 2 Contact Hours for Online Instruction

Please indicate the number of contact hours that are online. Please remember that any contact hours must be held within the dates of the term of your program. If there are no online contact hours, enter 0.

No Response

28. UNT Course 2 Total Contact Hours

All courses offered in a shortened format will consist of the same number of contact hours (45-48 per 3 credit course) as courses offered on campus. Please enter total contact hours for this course by adding up all lecture-based, activity-based, campus-based and online hours from above.

No Response

29. 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

30. Faculty Arranged Engagements

Indicate if you have any contacts in the proposed program location with whom you wish to arrange an academic engagement. If so, please include their contact information, the purpose of the engagement (facility tour, panel discussion, guest lecture, etc.) and the honorarium they require. Please enter "N/A" if you do not have overseas contacts and would like our international partner to facilitate all engagements.

No Response
31. UNT Course 2 Syllabus

Provide a syllabus for the course. If you have difficulty uploading a document, please try switching your browser.
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
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.
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 Safety and Security
Please describe any safety or security considerations related to each location you are proposing and how they may impact the program. 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

Describe any potential 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 Requirements

The Americans with Disabilities Act only applies to the U.S. and U.S. territories. 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.

Please provide detailed information regarding the physical/mobility requirements of your program. (e.g. Students will be required to navigate rugged terrain and steep hills for several hours a day.)

No Response

6. 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

7. Health Concerns
Describe how you will advise participants about any health concerns related to the program destination(s). For example, are immunizations needed? Review the following resource for guidance: U.S. Center for Disease Control (https://wwwnc.cdc.gov/travel/destinations/list)

<table>
<thead>
<tr>
<th>8. Quality of Life Concerns</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select all quality of life concerns for program participants in the proposed destination(s) from the list below. Hold the CTRL key to select multiple items.</td>
</tr>
</tbody>
</table>

No Response

<table>
<thead>
<tr>
<th>9. Describe Selected Quality of Life Concerns</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provide detailed information about each of the quality of life concerns selected above, including precautions to be taken and/or how such concerns can be mitigated.</td>
</tr>
</tbody>
</table>

No Response

<table>
<thead>
<tr>
<th>10. Emergency Response Planning</th>
</tr>
</thead>
<tbody>
<tr>
<td>As the leader or 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).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>11. Emergency Alternate Faculty/Administrator</th>
</tr>
</thead>
<tbody>
<tr>
<td>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 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.</td>
</tr>
</tbody>
</table>

No Response