

Developing a Successful Faculty Led Summer Program

This document covers the elements of a strong proposal, the proposal submission timeframe, the typical timeline for program development, and an overview of responsibilities. For additional information, contact Kathryn Conrad, Faculty Led Coordinator, at Kathryn.Conrad@unt.edu or 940.565.2207.

Elements of a Strong Proposal

A number of factors go into the creation of a strong proposal, regardless of the student audience or type of program. The categories below provide a broad overview of the elements the Study Abroad Office (SAO) seeks in strong Eagles Abroad proposals.

Academic integrity: UNT courses delivered overseas must adhere to the same high standards of content, delivery, and assessment as courses taught on campus. Courses abroad should take advantage of the program location and enable students to connect with unique aspects of the foreign culture and society of the nation or region. Enhancing the academic experience of student participants is the primary purpose of Eagles Abroad programs. Considerations for a strong course:

- Can students obtain credits that are relevant to their major, minor, and/or degree program?
- Are the content and delivery of the course enhanced by the international location?
- Do proposed activities and excursions have academic and cultural relevance?
- Does the program encourage global citizenry through engagement with the local culture?
- Does the program meet all THECB and SACS requirements for contact hours?

Prospective students: Eagles Abroad programs are intended to provide greater access to study abroad opportunities for UNT students. Ideally, a broad offering of Eagles Abroad programs will increase the variety of students studying abroad and will reflect the diversity of the student body on campus. This may include ethnic groups and departments or colleges that have historically been underrepresented in study abroad. Faculty Led programs of all types provide a needed option for students in certain majors, with limited time or finances available for study abroad, or who would feel more comfortable traveling with UNT faculty.

Likelihood of success: A successful proposal also includes several factors that make it likely for the Eagles Abroad program to recruit the minimum number of student participants necessary to run the program. Reviewers consider the following elements when assessing the a program's likelihood of success: relevance of the academic topic; an adequate pool of students from which to draw; suitability of the course for delivery in intensive format; and a clear vision of the program itself (how the location connects to course content and can be best utilized to maximize students' experiences abroad).

- Does the program represent a unique opportunity that does not overlap with existing departmental programs (in location or course offerings)?
- Does the program appeal to a reasonable number of eligible students ensuring that it will meet the target enrollment?
- Does the anticipated cost of the program represent a reasonable expense and a good investment for students?

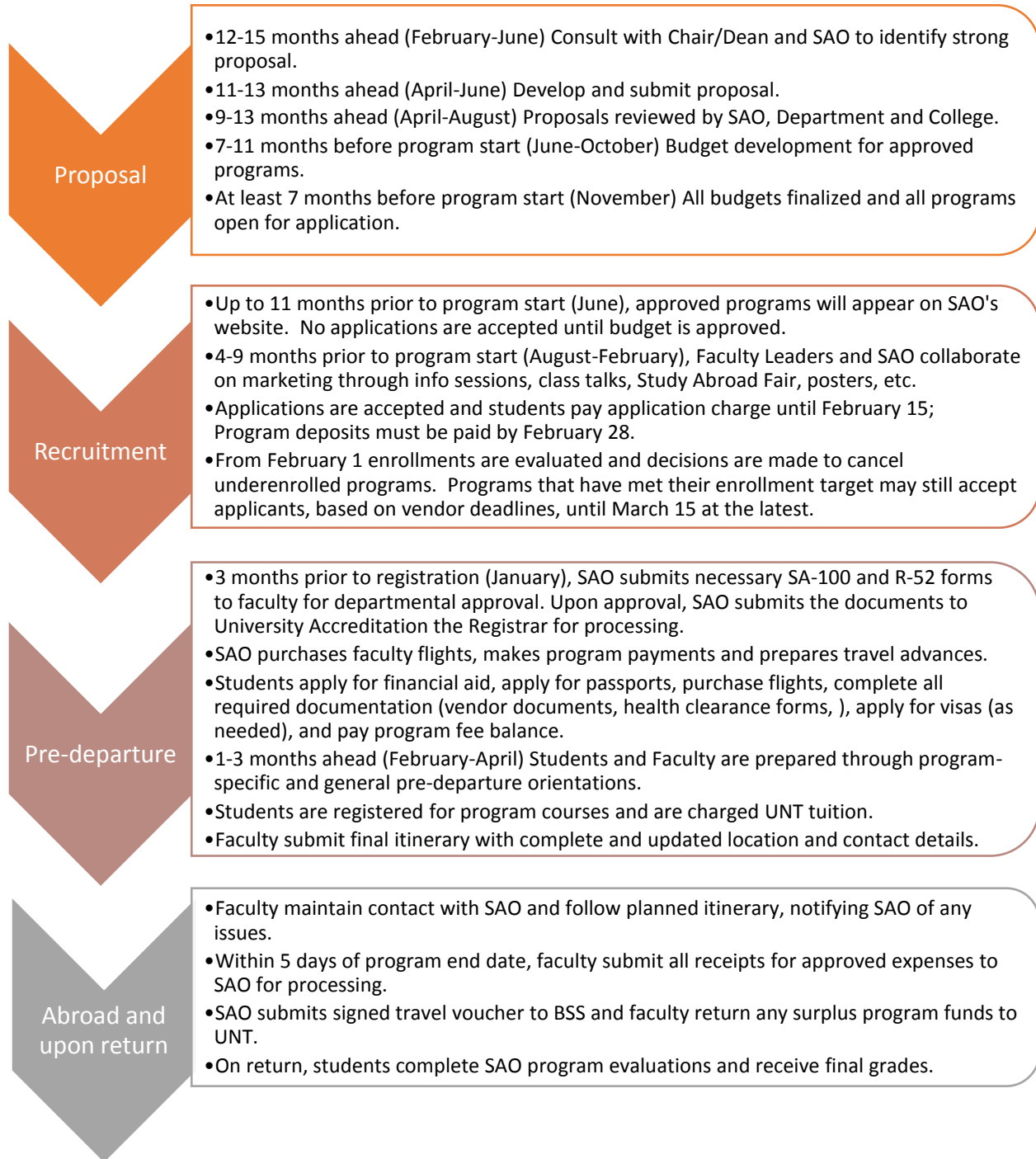
Proposal Submission Period

Proposals will be accepted from **April 15 to July 15 of the year prior** to the proposed travel year. To review the faculty leader handbook, to preview the proposal, and to submit a proposal, view:

<https://mystudyabroad.unt.edu/?go=eaglesabroadproposal>

Typical Timeline for Program Development

This timeline applies to FY20 programs.



Overview of Responsibilities

	Faculty Leaders	Study Abroad Office (SAO)
Academic Development	<ul style="list-style-type: none"> ▪ Discuss proposal with department/college ▪ Develop an academically sound syllabus with assessable student learning outcomes, and in accordance with THECB rules ▪ Turn in a detailed proposal 	<ul style="list-style-type: none"> ▪ Collaborate with Faculty Leader on quality program development ▪ Facilitate formal program approvals ▪ Educate on THECB rules related to study abroad ▪ Submit required university course documents
Programmatic Development	Investigate appropriate activities and excursions to support academic curriculum.	Determine which Eagles Abroad site is most appropriate for the program and facilitate program logistics
Budget	Participate in SAO Budget Meeting	Develop budget and set minimum enrollment
Recruitment/ Advising/ Marketing Materials	<ul style="list-style-type: none"> ▪ Recruit students for program (electronically and through class presentations) exceeding minimum enrollment ▪ Respond to interested students ▪ Work with departmental advisors to ensure their support of program in student advising 	<ul style="list-style-type: none"> ▪ Broadly recruit for study abroad (including general info sessions) ▪ Advise all students to find a good program fit ▪ Develop a template flyer, poster, and online brochure/app portal
Student Orientations & Pre-Departure	<ul style="list-style-type: none"> ▪ Attend program-specific orientation ▪ Approve travel arrangements ▪ Sign travel paperwork prepared by SAO on-time 	<ul style="list-style-type: none"> ▪ Hold both program specific and all-student orientation Prepare required travel paperwork ▪ Makes booking payments ▪ Makes salary transfer to department
Miscellaneous (including On-Site & Post-Program)	<ul style="list-style-type: none"> ▪ Assess student learning outcomes ▪ Assign and turns in grades ▪ Solve problems during program ▪ Report all incidents to Study Abroad ▪ Turn in travel reimbursement paperwork/receipts according to BSC rules 	<ul style="list-style-type: none"> ▪ Provides final faculty training (mandatory) shortly before programs depart ▪ Sets deadlines ▪ Ultimately decides if programs will go based on enrollments ▪ Collects student monies ▪ Prepares travel voucher/reconciliation