Close

Faculty Led Program Proposal Part I: Faculty Leader Information:

(*) Indicates the question is required.

1. **Prefix** (*)

Please select one ▾

2. **Faculty Leader Name** (*)

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.

4. **Faculty Leader Email** (*)

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.

[   ]

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.

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You are viewing the <u>current</u> version of *Faculty Led Program Proposal Part IA: Co-Leader Information*.

Note: this is a read-only view of the online information submission form.

Faculty Led Program Proposal Part IA: Co-Leader Information:

(*) Indicates the question is required.

1. **Prefix** (*)

Please select one ▾

NOTE: You will be able to opt out of this form if there is no co-leader because you are using an onsite provider with a dedicated local program assistant instead.

2. **Co-Leader Name** (*)

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.

4. **Co-Leader Email** (*)

5. **Co-Leader UNT EUID** (*)

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

6. **Co-Leader UNT ID Number** (*)

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

7. **Co-Leader Cell Phone** (*)

8. **Co-Leader Office Phone** (*)

9. **Co-Leader Department** (*)

10. **Department Chair** (*)

11. **Dean of Sponsoring College** (*)

12. **Departmental Advising Contact** (*)

List the main contact for your departmental advising office.

[   ]

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.

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You are viewing the <u>current</u> version (version #7) of *Faculty Led Program Proposal Part IB: Accompanying Traveler Information*.

Note: this is a read-only view of the online information submission form.

Accompanying Family Members of Faculty/Staff

- UNT strongly discourages faculty/staff from bringing their family on the program in accordance with best practices set by national education abroad organizations and peer institutions.
- Employees may request permission for immediate family members to accompany them on stationary programs only. A stationary program includes one primary location and may include day trips or overnight excursions, which accompanying family members may not participate in. No family members may accompany traveling programs that move from location to location throughout the program.
- If faculty or staff plan to bring accompanying family members, this request for permission must be made during the proposal process. Family responsibilities must not interfere with course and program responsibilities as the programs are academic in nature and meant to serve UNT students. Requests may only be made for spouses and minor children (and their caretaker). Non-related adults and adult children may not accompany the program.
- In their request, faculty/staff must include a list of accompanying traveler(s) and spell out how their presence will not interfere with the employee's work responsibilities. Faculty/Staff requesting permission to bring minor children to the program site must arrange for 24/7 care and emergency support by someone not employed by the program in any way.
- UNT does not allow family members to participate in any program activities, including program travel.
- No family members may act as unpaid chaperones or represent UNT in any way. Only UNT employees who have been trained on university policies and procedures may act as representatives of UNT. UNT policy on nepotism prohibits faculty from supervising family members.
- Family members of UNT employees are not covered by UNT travel insurance unless they are approved for participation and the Faculty/Staff pay for their coverage out of pocket through UNT's Office of Risk Management. No expenses for approved family members may be covered using program funds.
- Non-enrolled or non-employed guests of faculty/staff are not allowed to participate in programs in any way. Any academic visitors to the program must be disclosed to SAO and vetted by the university.
- At the conclusion of the program, students will be asked to assess the impact of the presence of faculty/staff family members. If feedback indicates a negative impact, permission may not be granted for future programs.

If your program is a stationary program as defined by the above criteria, will you have any accompanying traveler(s) on your program? If you answer Yes, you will be asked to provide information for each accompanying traveler. If your program is NOT stationary and/or you will NOT have accompanying travelers, answer No and you will not be required to complete any additional information.

NOTE: If your answer no, meaning that you will NOT have accompanying travelers, you will not be required to complete the following form.

Faculty Led Program Proposal Part IB: Accompanying Traveler Information:

(*) Indicates the question is required.

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.

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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.

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Close

Faculty Led Program Proposal Part II: Program Overview:

(*) Indicates the question is required.

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.

4000 characters left

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.

4000 characters left

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.

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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).

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5. **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.

Please select one ▼

6. **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.

Please select one ▼

7. **Career Level** (*)

Select the appropriate course levels offered for the program.

Please select one ▼

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.

Please select one ▼

9. **OTHER Program Credit Hours Offered**

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

10. **Proposed Program Departure Date** (*)

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

(Format: mm/dd/yyyy)

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.

(Format: mm/dd/yyyy)

12. **Proposed Program End Date** (*)

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

(Format: mm/dd/yyyy)

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.

[Please select one ▾]

14. **Minimum Number of Students** (*)

Indicate the target number for minimum enrollment in the program. The Provost's Office has established a minimum requirement of 10 students for faculty led programs. Please note the figure you provide may not be the final number of students needed as determined by the budget. Keep in mind that minimum numbers will be driven by the need to cover instructional costs and recommendations established by your College in consultation with the Study Abroad Office during the budgeting process.

[   ]

15. **Maximum Number of Students** (*)

Please indicate the target number for maximum enrollment. This should reflect any limitations of your class size, hosting university, site visits, etc. while offering this opportunity to as many students as possible.

[   ]

16. **Target Student Population** (*)

Which student population(s) are you targeting and why will this program (course and location) appeal to them academically? Are the courses multi-disciplinary? Are there minimal prerequisites? Are they part of the university core curriculum?

[   ]

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17. **Target Population Size** (*)

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

[   ]

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18. **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.

[   ]

19. **Excursions and Day Trips** (*)

Please describe any proposed excursions or day trips.

[   ]

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20. **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?

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21. **Institutional Goals Attainment** (*)

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

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22. **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?

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23. **Career Connect Experiences** (*)

Does your proposed program have a project or activity that qualifies as a **Career Connect experience**? Would you like assistance on how to incorporate into the program?

If yes, briefly describe the potential project/activity/idea.

Please select one ▼

Close

Faculty Led Program Proposal Part III: UNT Course Information:

Instructions:

This form allows for up to 6 UNT courses. You only have to complete the questions for the number of UNT courses included in your program. (i.e. if you only have 2 UNT courses then you can ignore the questions for courses 3-6).

(*) Indicates the question is required.

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).

2. **UNT Course 1 Title** (*)

3. **UNT Course 1 Description from the UNT Course Catalog** (*)

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4. **UNT Course 1 Learning Objectives** (*)

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5. **UNT Course 1 Instructor** (*)

6. **UNT Course 1 Credit Hours** (*)

Please enter the number of credit hours for this course.

(numeric data only: 0-9 and decimal point)

7. **UNT Course 1 Contact Hours for Instruction While Abroad** (*)

Please indicate the number of classroom instruction contact hours while abroad.

(numeric data only: 0-9 and decimal point)

8. **UNT Course 1 Contact Hours for Activities While Abroad** (*)

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).

[   ] (numeric data only: 0-9 and decimal point)

9. **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.

[   ]

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10. **UNT Course 1 Contact Hours On Campus/Online** (*)

Please indicate the number of contact hours on UNT campus or online before or after the program. Please remember that any contact hours must be held within the dates of the term for your program. If there are no contact hours on campus or online, enter 0.

[   ] (numeric data only: 0-9 and decimal point)

11. **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.

[   ] (numeric data only: 0-9 and decimal point)

12. **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.

[   ]

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13. **UNT Course 1 Syllabus** (*)

Provide a syllabus for the course. To upload the syllabus, click on the yellow folder icon (📁) in the menu bar below to upload the document. If you have difficulty uploading a document, please try switching to the Mozilla Firefox or Google Chrome 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**. You may also contact ODA by phone at 940.565.4323.

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Note: There will be space for up to six UNT Course options, however you will only need to complete this information for the number of UNT courses to be offered on your program, with a minimum of one course (e.g., if you have 2 UNT courses in your program, you will complete questions for UNT Courses 1 & 2 and skip 3-6.)

You are viewing the <u>current</u> version of *Faculty Led Program Proposal Part IIIA: Transfer Course Information*.

Note: this is a read-only view of the online information submission form.

Faculty Led Program Proposal Part IIIA: Transfer Course Information:

Instructions:

There are up to 8 transfer course options that can be completed. You only have to complete the questions for the number of transfer courses associated with your program.

(*) Indicates the question is required.

NOTE: If your program is not offering any transfer courses through a program provider or international institution, you will have the option to skip this form. There will be space for up to 8 transfer courses. Only complete the information for the number of transfer courses being offered then skip to the end of the form to submit.

1. **Host Institution Name** (*)

2. **Host Institution Website** (*)

3. **Transfer Course 1 Title & Number** (*)

4. **Transfer Course 1 Credits** (*)

5. **Transfer Course 1 UNT Equivalent Course(s)** (*)

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6. **Transfer Course 1 Prerequisite(s)** (*)

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7. **Transfer Course 1 Syllabus** (*)

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

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				▾ ▾

[   ]

8. **Transfer Course 2 Title & Number**

[   ]

9. **Transfer Course 2 Credits**

[   ]

10. **Transfer Course 2 UNT Equivalent Course Number**

[   ]

11. **Transfer Course 2 Prerequisite(s)**

[   ]

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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Questions for Transfer Course 3-8 will continue here.

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.

(*) Indicates the question is required.

1. **Faculty Leader Location Familiarity** (*)

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

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2. **Local Resource / Program Provider Type** (*)

Please choose the type of provider you will be working with for this program.

Please select one   ▼

3. **Local Resources / Program Provider Information** (*)

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.

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4. **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**
- **U.S. State Department Country Specific Information**
- **U.S. Department of Treasury Sanctions List**
- **U.S. CIA World Factbook**
- **AIG Global Watch**

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5. **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?

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6. **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.)

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7. **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.

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8. **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**

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| | | | | ▾ | ▾ |

9. **Quality of Life Concerns** (*)

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.

Dietary Concerns
Gender Concerns
LGBTQ Concerns
Mobility Concerns
Other Concerns

10. **Describe Selected Quality of Life Concerns** (*)

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.

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11. **Emergency Response Planning** (*)

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).

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12. **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 provide the following information: Name, Title, Department, Email, and Phone Number.

4000 characters left

Close