

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 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. Proposed excursions or field trips must have academic relevance to the course. Enhancing the academic experience of student participants is the primary purpose of these Faculty-Led programs; therefore faculty research should take place only in programs where students participate in and contribute to the research project.

- 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? Is 51% or more of the course taught overseas?

Fiscal and budgetary responsibility: Cost is one of the top barriers hindering UNT students to study abroad. All SAO-administered and approved programs aim to provide the highest quality program at the most conservative cost; therefore potential Faculty-Led program costs are considered during the review process.

- Is the number of faculty/staff justified based on the course(s) and location(s)?
- Does the program location justify the cost?
- Are the stated learning outcomes supported by all included activities and excursions?
- Can the same learning outcome be achieved with one location rather than several?

Safety and security: The primary concern when developing and administering Faculty-Led programs abroad is the safety and security of students, faculty, and staff. UNT is committed to the safety and well-being of its students, faculty, and staff when they participate in international travel and collaborations, and realizes that some areas of the world present heightened health and safety risks.

UNT uses a number of resources, including the Department of State, the Centers for Disease Control, and intelligence services provided through our insurers, to identify regions that require special efforts to mitigate an elevated level of risk and, when necessary, call for the avoidance of travel altogether.

- Is the faculty leader and/or co-leader familiar with the program location(s)? Do they speak the local language(s) or have strong connections on-site with host universities or organizations?
- Is it possible to mitigate all significant health and safety concerns?

Prospective students: Faculty-Led programs are intended to provide greater access to study abroad opportunities for UNT students. Ideally, a broad offering of Faculty-Led 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 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 Faculty-Led 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; reasonable cost to implement the program; 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). For repeat Faculty-Led programs, past students’ program evaluations are also considered.

- Does the program represent a unique opportunity that does not overlap with existing FL 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

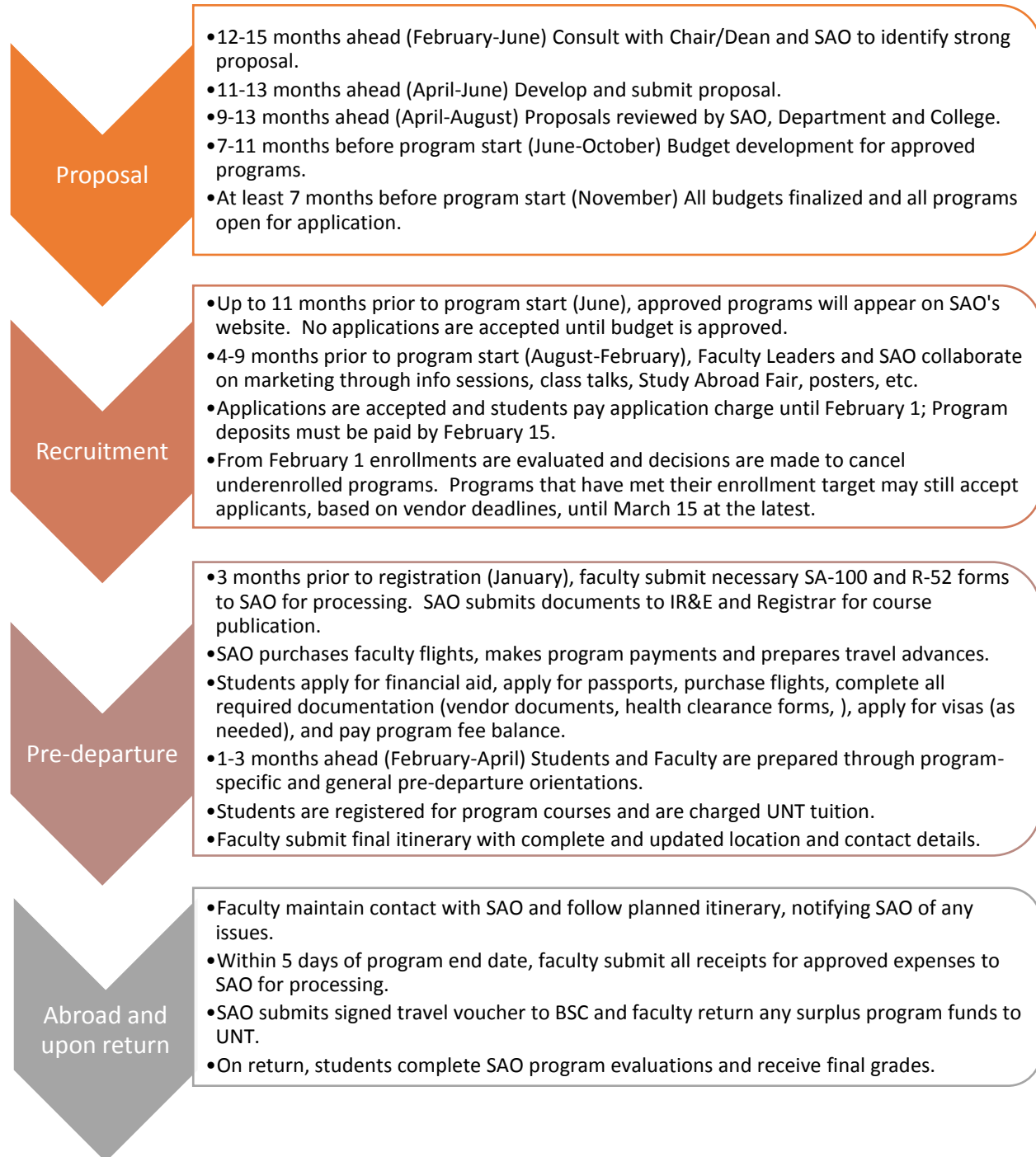
Faculty Led Program Proposal Due Dates	
Term	Proposal Submission Period
Summer	April – July 15 One Year Prior to Program

To review the faculty leader handbook, to preview the proposal, and to submit a proposal, view:

https://mystudyabroad.unt.edu/index.cfm?FuseAction=Programs.ViewProgram&Program_ID=12294

Typical Timeline for Program Development

This timeline applies to FY18 programs (example below is a Summer II program timeline). If you are proposing a program in a different term, the same timeline applies, but the months/dates will vary.



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 itinerary & 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	Seek quotes from service providers SAO in the loop	Evaluate and recommend service providers with site-specific expertise
Budget	Provide SAO with accurate, cost conscious budget items	Develop budget and set minimum enrollment
Recruitment/ Advising/ Marketing Materials	<ul style="list-style-type: none"> ▪ Recruit students for program (electronically and through info sessions) exceeding minimum enrollment ▪ Respond to interested students ▪ Provide text/images for flyer/online brochure 	<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"> ▪ Hold program-specific orientation ▪ Turn in invoices to SAO at least 30 days before payments are due ▪ Sign BSC travel paperwork prepared by SAO on-time 	<ul style="list-style-type: none"> ▪ Hold all-student orientation ▪ Prepare required BSC travel paperwork (RTT and Travel Advance) ▪ Makes booking payments ▪ Makes salary payments
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