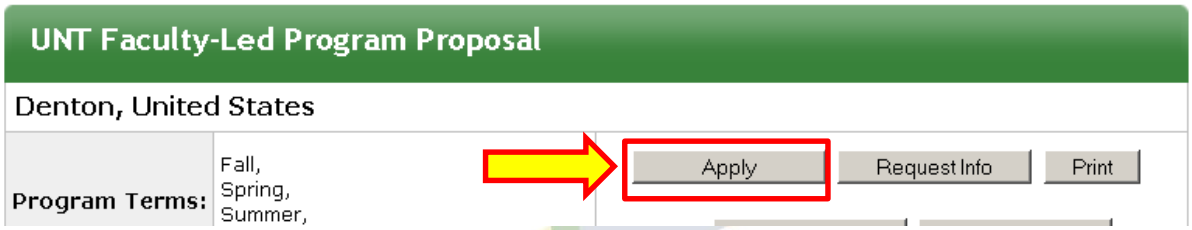
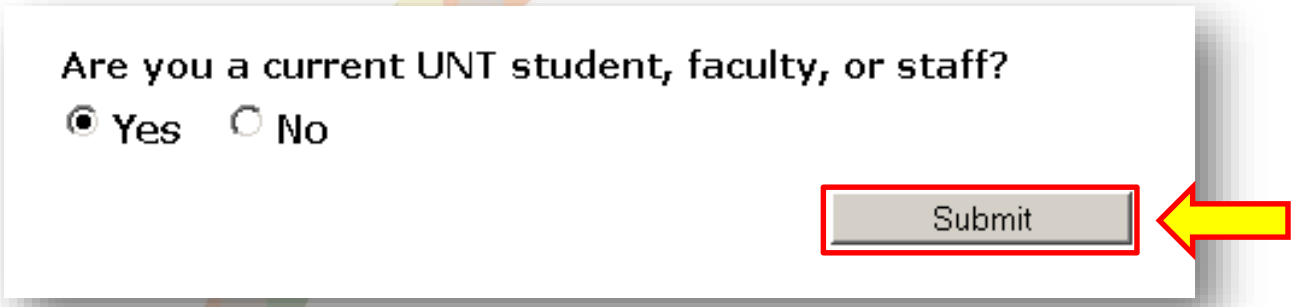
Preview of Faculty-Led Proposal

- Visit the UNT Study Abroad Website: http://studyabroad.unt.edu/?go=FLProposal to review parameters of international field trips and to review registration time.

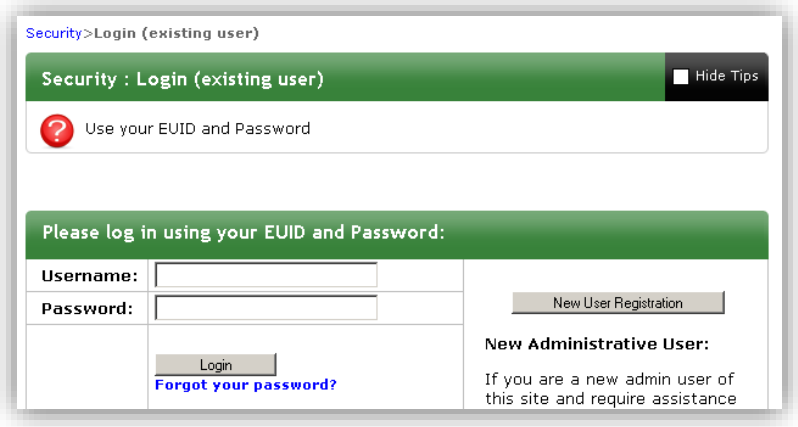
- Read through the information on the page including the Faculty-Led Handbook and Timeline for Proposal Development. Click on the "*Apply*" button at the top of the page.



- Answer "*Yes*" to the question of "*Are you a current UNT student, faculty, or staff?* and click on the "*Submit*" button.

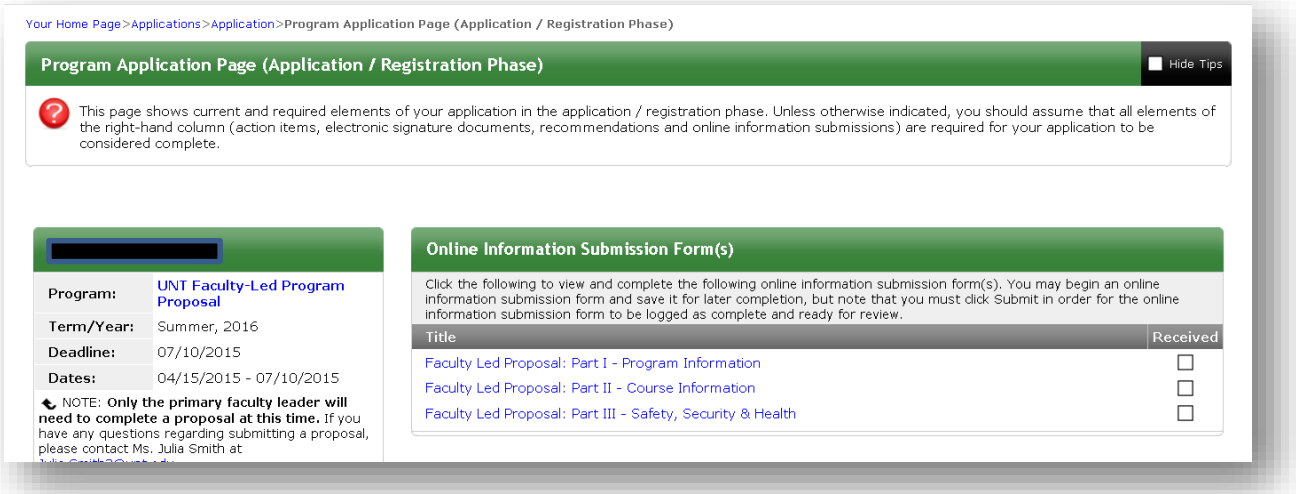


- Log in with your EUID/password combination (same as the one used for MyUNT or BlackBoard).



- The faculty-led proposal is comprised of three components:
    1. Program Information
    2. Course Information
    3. Safety, Security & Health Information

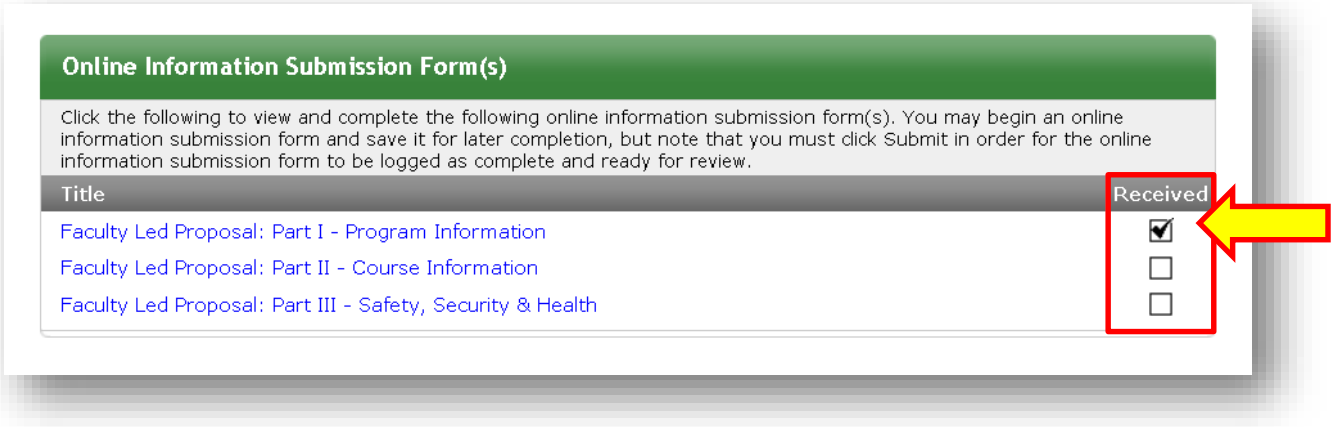
  Some parts you complete entirely online. Other parts require you to download a form, fill it out and upload, along with supporting documentation. You may save and submit when ready.



  If a location is not available, please call 940.565.2207 or email studyabroad@unt.edu to request that the location be added to the system.

- Click on the hyperlinked blue text to be taken to a questionnaire form. You may save your work and return at a later date to submit the form. Once the forms have been submitted, a check mark will automatically appear in the box to show that it has been marked as received. The forms cannot be

edited once submitted. Please contact the Ms. Julia Smith at 940.565.3316 or Julia.Smith3@unt.edu if you need to edit a form after submission.



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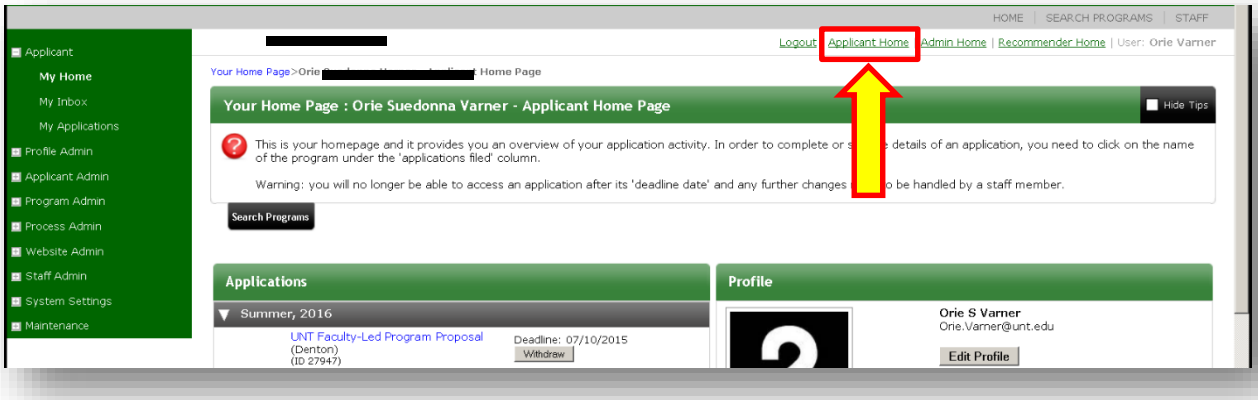
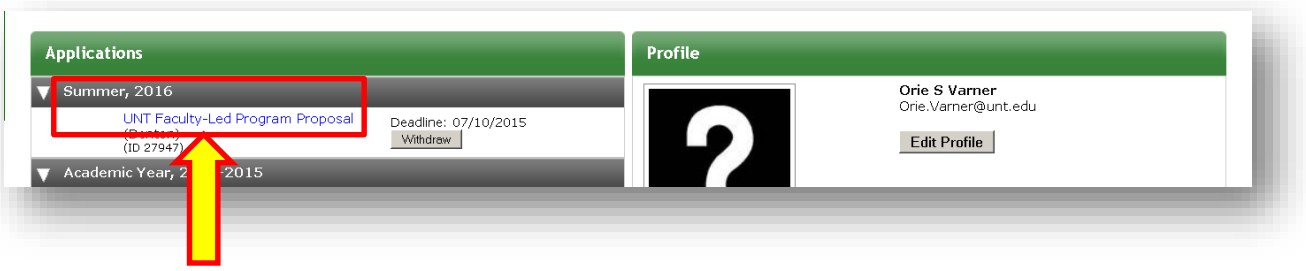
- To return to your proposal to complete or review submissions, please visit http://international.unt.edu/studyabroad.

- Log in with your EUID/password combination (same as the one used for MyUNT or BlackBoard).

- Once logged in to the UNT Study Abroad Portal, you should be on your applicant home page. This page shows the applications/proposals you have submitted, your profile, and log of messages sent to you through the portal. If you are not on this page, click the "*Applicant Home*" hyperlink toward the top of the page, to the right of the "*Logout*" hyperlink.



- Once you are on your applicant home page, click on the hyperlink for your "*UNT Faculty-Led Program Proposal*" for the term you are proposing the program .



- **Preview of Faculty Led Proposal: Part I - Program Information:**

Faculty Led Proposal: Part I - Program Information:

(*) Indicates the question is required.

1. 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

2. Program Experience Type (*)

Select all that apply.

Classroom Based
Field School
Internship
Other
Research Focused

3. Program Experience Type - Other Explanation (*)

If you selected other in response to the Program Experience Type question, please explain. If you did not select other, please list "N/A."

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4. Online/On-Campus Dates (*)

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.

If there are no online or on-campus dates, please list "N/A."

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5. Travel Dates - Faculty Led (*)

Please provide the approximate domestic and international travel dates, including date of departure from the U.S. For example, depart for Miami on June 1, 2020; international travel June 2 - June 30, 2020.

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6. Academic Term - Faculty Led (*)

Please select the academic term of the proposed course(s).

Please select one

7. Target Enrollment - Minimum Number (*)

Please indicate the target number for minimum enrollment.

8. Target Enrollment - Maximum Number (*)

Please indicate the target number for maximum enrollment. Please indicate any conditions that would prevent the program from taking more students.

9. 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 GPA earned at UNT of at least a 2.0. Faculty leaders may set a higher minimum GPA requirement.

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10. Physical Requirements - Faculty Led (*)

Please describe what physical requirements students would need meet or be aware of in order to participate in the proposed program. For example, students must be able to walk three miles per day or able to carry 25 pounds daily for hours at a time.

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11. Academic Requirements - Faculty Led (*)

Please indicate any academic requirements (classification, specific majors, etc.) for students to be eligible to participate.

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12. Program Administration - Faculty Leader (*)

Please provide the following information for the primary Faculty Leader:

a) Name
b) Department and College, e.g. Biology, College of Arts & Sciences
c) Rank
d) Contact Phone Number

4000 characters left

13. Program Administration - Faculty Co-Leader (*)

Does this program propose a second Faculty Leader?

Please select "Yes" or "No" from the drop down list below. If selecting "Yes," provide the following information for the second Faculty Leader:

a) Name
b) Department and College, e.g. Marketing, College of Business
c) Rank
d) Contact Phone Number

Please select one

14. Program Administration - Faculty Co-Leader Justification (*)

If you selected yes in response to the Second Faculty Leader question, describe the qualifications, the role of, and the justification for this person (i.e. grading, instruction, program administration, etc.). This information is especially important if the program will have less than 20 students.

If the program does not propose a second Faculty Leader, please list "N/A."

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15. Program Administration - Support Staff (*)

Will this program require a Teaching or Graduate Assistant? Select "Yes" or "No" from the drop down list below. If selecting "Yes," indicate the type of assistant and number needed.

Please select one

16. Program Administration - Support Staff Justification (*)

Describe the qualifications, the function of, and the justification for the Teaching or Graduate Assistant(s) (i.e. grading, instruction, program administration, etc.)

If the program will not have a Teaching or Graduate Assistant, please list "N/A."

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17. Related Previous Experience - Teaching Abroad (*)

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

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18. Related Previous Experience - Location (*)

What is the Faculty Leader's experience in the proposed location(s) and level of capability in the host language(s)? When has the Faculty Leader visited this location and for how long?

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You may enter information on this form and use the **Save** button to keep your information until you are ready to submit it. **Please note that your application online information submission form is not considered complete and cannot be reviewed until you click the Submit button to finalize your responses.**

< Cancel - - Save - - Submit >

- **Preview of Faculty Led Proposal: Part II - Course Information:**

Faculty Led Proposal: Part II - Course Information:

(*) Indicates the question is required.

1. Course Information: Required Course Load (*)

How many SCH will each student be required to take? All students are required to take the same # of credit and course arrangements. Please list in the following format:

* 6 UNT (no transfer) - Total 6 SCH
* 3 UNT & 3 Transfer - Total 6 SCH

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2. Course Information: Credit Level Offered (*)

Please select one of the options listed below.

Please select one

3. Course Information: Split Level Course Differences (*)

In the case of split-level courses, please outline the distinction in content and assignments between the undergraduate and graduate versions.

If no split-level courses are offered, please list "N/A."

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4. Course Information: Course Appeal (*)

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

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5. Course Information: Target Population Size (*)

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

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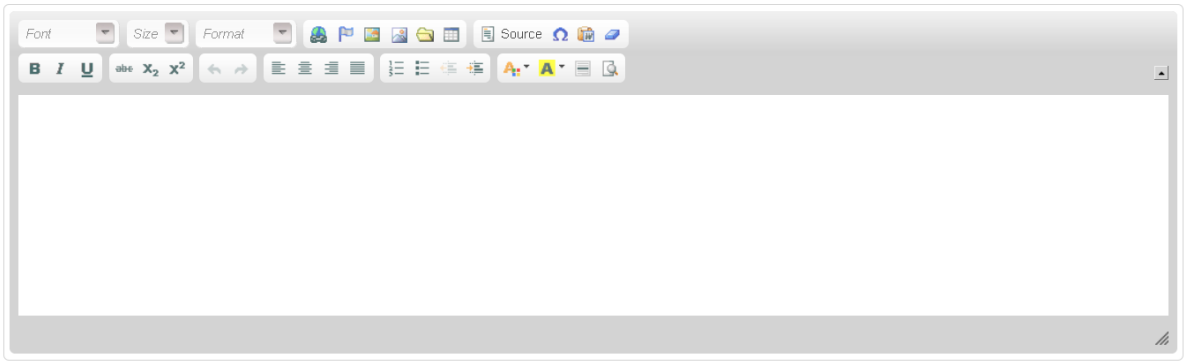
6. Course Information: Courses Offered (*)

Please click **HERE** to download the Courses Offered Form.

To upload the form after completion, click on the yellow folder icon in the menu bar below (looks like this:) to upload the document. If you have difficulty uploading a document, please try switching to the Mozilla Firefox or Google Chrome browser.

Be sure to upload a syllabus for each course to be offered.



7. Course Rationale: Academic Goals (*)

What are the program's academic goals?

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8. Course Rationale: Course & 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?

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9. Course Rationale: 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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10. Course Rationale: Complement to Existing Study Abroad Programs (*)

How does the proposed program complement existing UNT study abroad programs in this location or those offering similar coursework?

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11. Course Rationale: Co-Curricular Activities (*)

Describe the academic relevance of proposed activities and/or excursions (day or overnight trips outside the program location) and how they enhance the academic goals of the program.

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12. Course Rationale: Program Related Travel (*)

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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13. Course Rationale: Academic & Professional Benefit (*)

Please provide a 2-4 sentence overview describing the program to a potential student.

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You may enter information on this form and use the Save button to keep your information until you are ready to submit it. Please note that your application online information submission form is not considered complete and cannot be reviewed until you click the Submit button to finalize your responses.

< Cancel - - Save - - Submit >

UNT Faculty Led Program Proposal

Course Information: Courses Offered

UNT Courses

Attach a syllabus for each course to be offered. Also, attach another page if additional courses are to be offered.

Title and Number: _____ Instructor: _____ Credits: _____		
Contact Hours: On campus _____	While abroad _____	
Pre-existing UNT course in the course catalog? ☐ Yes ☐ No		
Requirements met: ☐ major required course ☐ university core: _____	☐ major elective ☐ other: _____	
Course pre-requisites (must match on-campus requirements): _____		
(Optional) Please list suggested cross-listing courses below.		
Number: _____	Pre-requisites: _____	Requirements met: _____
Number:	Pre-requisites: _____	Requirements met: _____
Title and Number: _____ Instructor: _____ Credits: _____		
Contact Hours: On campus _____	While abroad _____	
Pre-existing UNT course in the course catalog? ☐ Yes ☐ No		
Requirements met: ☐ major required course ☐ university core: _____	☐ major elective ☐ other: _____	
Course pre-requisites (must match on-campus requirements): _____		
(Optional) Please list suggested cross-listing courses below.		
Number: _____	Pre-requisites: _____	Requirements met: _____
Number:	Pre-requisites: _____	Requirements met: _____
Are students required to take each UNT course offered for their academic level (UG/GR)? ☐ Yes ☐ No If no, please identify the required course selection for students. _____		

STUDY ABROAD UNT International UNT

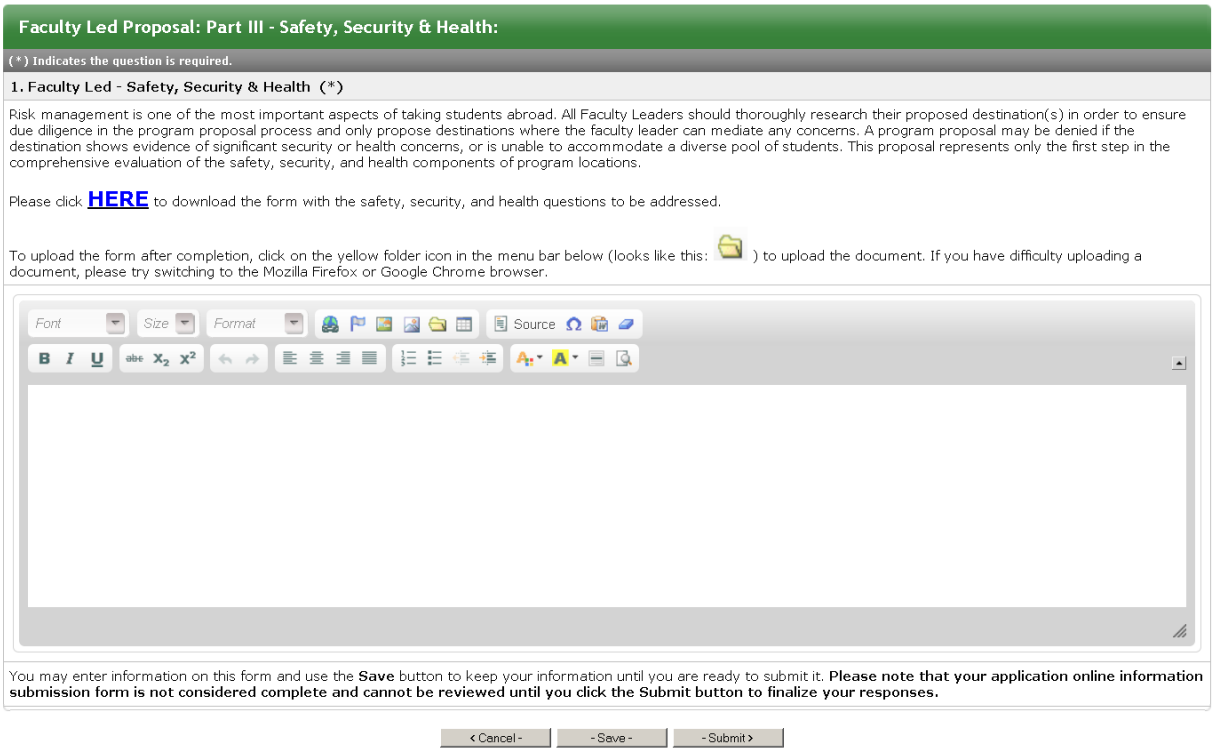
Transfer Credit Courses

Attach a syllabus for each course to be offered. Also, attach another page if additional courses are to be offered.

Host Institution Name: _____
Website: _____

Title and Number: _____ Credits: _____ Link to Course Description or Syllabus: _____
Transfer Credit Contact Hours: _____ UNT Course Equivalent: _____ Requirements met: ☐ major required course ☐ major elective ☐ university core: _____ ☐ other: _____
Course pre-requisites (must match on-campus UNT requirements): _____
Title and Number: _____ Credits: _____ Link to Course Description or Syllabus: _____
Transfer Credit Contact Hours: _____ UNT Course Equivalent: _____ Requirements met: ☐ major required course ☐ major elective ☐ university core: _____ ☐ other: _____
Course pre-requisites (must match on-campus UNT requirements): _____
Are students required to take transfer coursework? ☐ Yes ☐ No If yes, please list identify which class is required by all students? _____

- **Preview of Faculty Led Proposal: Part III - Safety, Security & Health:**



STUDY ABROAD UNT International UNT

Faculty Led Proposal

PART III: Safety, Security, and Health

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.

Instructions

This document is a component of the international field trip registration process. Please answer each question and upload the finished document to the UNT Study Abroad Portal to complete your registration:

- Return to http://international.unt.edu/studyabroad
- Click on "Login/Register" in upper right-hand corner of page.
- Log in with EUID/Password combinations (same as for MyUNT or Blackboard)
- Click on "Faculty Led Proposal"
- Click on "Faculty Led Proposal: Part III - Safety, Security & Health" and upload.

1. Safety and Security

   A. Please describe any safety or security considerations related to the location you are proposing and how they may impact the program. Review the following resources for guidance:

      U.S. State Department Warnings and Alerts - http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html
      U.S. State Department Country Specific Information - http://travel.state.gov/travel/cis_pa_tw/cis/cis_4965.html
      U.S. Department of Treasury Sanctions List - http://www.treasury.gov/resource-center/sanctions/Programs/Pages/Programs.aspx
      U.S. CIA World Factbook - https://www.cia.gov/library/publications/the-world-factbook/

      {Insert Response}

   B. 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?

      {Insert Response}

C. Does your program itinerary include any planned or optional water-related activities? For example, will participants have access to a beach or river in their free time?
{Insert Response}

2. Health

A. Describe how you will advise participants about any health concerns or physical requirements related to the program destination(s). For example, are immunizations needed, do any trip activities require a certain level of physical ability? Review the following resource for guidance:

U.S. Center for Disease Control - http://wwwnc.cdc.gov/travel/destinations/list.htm

{Insert Response}

B. Describe any quality of life issues for program participants in the proposed destination(s). How will you accommodate any individual needs of program participants? (ex. dietary restrictions, gender/women's issues, sexual orientation, age (minors), physical ability, attitudes towards skin color or ethnicity, attitudes towards Americans, known issues for non-U.S. citizen participants, etc.)

{Insert Response}

3. Local Resources

A. List the name and contact information for any organizations, partner universities, vendors or contacts in the host country you anticipate may provide program support. Describe your rationale for choosing these resources and any specialized knowledge or support they will provide.

{Insert Response}

4. Emergency Response Planning

A. 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).

{Insert Response}

B. Describe your access to communication resources in your destination(s) including internet and cell/satellite phone technology. Please note that you will be asked to submit an emergency communication plan for your destination(s).
{Insert Response}