# **Southeastern Faculty-Led Study Abroad/Study Away PROPOSAL**

**Application Instructions**

**Proposal deadline for programs: July 1st. Early submissions are encouraged.**

**IMPORTANT:** Proposals must be submitted to the academic department head(s) by the primary Faculty Coordinator at least two weeks prior to the final proposal deadline for review and forwarding to the college dean(s).

A complete program proposal must include the following:

* *Southeastern Faculty-Led Study Abroad/Study Away Program Proposal Application*
* Course syllabi for all courses being taught on the program that includes a tentative program schedule including anticipated topics, assignments, learning activities, and learning outcomes for the course(s) prior to, during, and after the program, and *Student Contact Hours for Study Abroad/Away Faculty-Led Programs* sheet
* Signatures of the Faculty Coordinator(s), additional faculty, program assistant (if any), department head(s), and college dean(s)

**Complete and signed proposals should be submitted to studyabroad@southeastern.edu after reviewed by the college dean.**

# 1. Program information

|  |  |
| --- | --- |
| **Name of Program:** | Click or tap here to enter text.  |
|  |  |
| **Location:** | Click or tap here to enter text. |
|  |  |
| **Beginning date of orientation, lectures before traveling:** | Click or tap here. | **Ending date of lectures and assignments after traveling:** | Click or tap here.  |
|  **Travel beginning date (students flying out of the U.S.):** | Click or tap here. | **Travel ending date:** | Click or tap here.  |
| [ ]  Term 1 [ ]  Term 2 [ ]  Regular Summer [ ]  May Interim [ ]  August Interim [ ]  January Interim [ ]  Other |
|  |
| **Minimum number of Students**: | Click or tap here. |  **Maximum number of Students**: | Click or tap here. |

Has the Program been offered before, and if so, **when** and what was it’s **enrollment**:

|  |
| --- |
| Click or tap here to enter text. |

# 2. Faculty Coordinator information

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Faculty Coordinator**: | Click or tap here to enter text. | **W#:** | Click or tap here to enter text. |
|  |  |  |  |
| **College & Department**: | Click or tap here to enter text. |
|  |  |  |  |
| **Office Phone #:** | Click or tap here to enter text. | **Email:** | Click or tap here to enter text. |
|  |  |  |  |
| **Office Location:** | Click or tap here to enter text. | **Box #:** | Click or tap here to enter text. |
|  |  |  |  |
| **Cell Phone #:****MANDATORY** | Click or tap here to enter text. |

# 3. ADDITIONAL FACULTY or ASSISTANT (If ApplicablE)

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Faculty #1**: | Click or tap here to enter text. | **W#:** | Click or tap here to enter text. |
|  |  |  |  |
| **College & Department**: | Click or tap here to enter text. |
|  |  |  |  |
| **Office Phone #:** | Click or tap here to enter text. | **Email:** | Click or tap here to enter text. |
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| **Office Location:** | Click or tap here to enter text. | **Box #:** | Click or tap here to enter text. |
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| **Cell Phone #:****MANDATORY** | Click or tap here to enter text. |

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| --- | --- | --- | --- |
| **Name of Faculty #2**: | Click or tap here to enter text. | **W#:** | Click or tap here to enter text. |
|  |  |  |  |
| **College & Department**: | Click or tap here to enter text. |
|  |  |  |  |
| **Office Phone #:** | Click or tap here to enter text. | **Email:** | Click or tap here to enter text. |
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| **Office Location:** | Click or tap here to enter text. | **Box #:** | Click or tap here to enter text. |
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| **Cell Phone #:****MANDATORY** | Click or tap here to enter text. |

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| --- | --- | --- | --- |
| **Name of Faculty #3**: | Click or tap here to enter text. | **W#:** | Click or tap here to enter text. |
|  |  |  |  |
| **College & Department**: | Click or tap here to enter text. |
|  |  |  |  |
| **Office Phone #:** | Click or tap here to enter text. | **Email:** | Click or tap here to enter text. |
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| **Office Location:** | Click or tap here to enter text. | **Box #:** | Click or tap here to enter text. |
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| **Cell Phone #:****MANDATORY** | Click or tap here to enter text. |

# 4. faculty qualifications/details

**4a**. Describe the **academic qualifications** of the Faculty Coordinator(s) to teach the course(s) proposed (i.e., terminal degree(s) in appropriate field).

|  |
| --- |
| Click or tap here to enter text. |

**4b**. Describe the qualifications of the Faculty Coordinator(s) to offer the course(s) in the **location**(s) included in the proposal. Include any previous experience teaching in a group study abroad program and **familiarity/expertise with the instructional sites** and/or knowledge of the local languages. Provide a rationale for the inclusion of any Program Assistants.

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| Click or tap here to enter text. |

# 5.Course(s) to be taught as part of the program

**ADDITIONAL COURSES WILL NOT BE PERMITTED ONCE OFFICIAL APPROVAL IS OBTAINED.**

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| --- | --- | --- |
|  |  |  |
| [ ]  Complete the *Syllabus Template for Study Abroad/Study Away* for each Study Abroad/Away course to be offered. The syllabus should be **specific for the Study Abroad program** and address the required readings, educational activities, means of student assessment, and grading methods. A sample syllabus with everyday activities is provided on the SAGE website. |
| **Course #1** |
|  |  |  |  |  |  |
| Subject (e.g. ENGL): | Click or tap here. | Course #: | Click or tap here. | # Credits: | Click or tap here. |
|  |  |  |  |  |  |
| Requirements fulfilled (if any) i.e. core category/major/minor: | Click or tap here to enter text. |
|  |  |
| Prerequisites (if any): | Click or tap here to enter text. |
|  |  |
| *Note:* *Prerequisites for existing courses may be adjusted or waived with the approval of the academic department/college if appropriate.* |
|  |  |  |
| Textbook Rental: | [ ]  Yes [ ]  No  |  (If yes, add $50 per course) |
| **Course #2** |
|  |  |  |  |  |  |
| Subject (e.g. ENGL): | Click or tap here. | Course #: | Click or tap here. | # Credits: | Click or tap here. |
|  |  |  |  |

|  |  |
| --- | --- |
| Requirements fulfilled (if any) i.e. core category/major/minor: | Click or tap here to enter text. |
|  |  |
| Prerequisites (if any): | Click or tap here to enter text. |
|  |  |
| *Note:* *Prerequisites for existing courses may be adjusted or waived with the approval of the academic department/college if appropriate.* |
|  |  |  |
| Textbook Rental: | [ ]  Yes [ ]  No  |  (If yes, add $50 per course) |
|  |  |  |

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| **Course #3** |
|  |  |  |  |  |  |
| Subject (e.g. ENGL): | Click or tap here. | Course #: | Click or tap here. | # Credits: | Click or tap here. |
|  |  |  |  |  |  |
| Requirements fulfilled (if any) i.e. core category/major/minor: | Click or tap here to enter text. |
|  |  |
| Prerequisites (if any): | Click or tap here to enter text. |
|  |  |
| *Note:* *Prerequisites for existing courses may be adjusted or waived with the approval of the academic department/college if appropriate.* |
|  |  |  |
| Textbook Rental: | [ ]  Yes [ ]  No  |  (If yes, add $50 per course) |
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| **Course #4** |
|  |  |  |  |  |  |
| Subject (e.g. ENGL): | Click or tap here. | Course #: | Click or tap here. | # Credits: | Click or tap here. |
|  |  |  |  |  |  |
| Requirements fulfilled (if any) i.e. core category/major/minor: | Click or tap here to enter text. |
|  |  |
| Prerequisites (if any): | Click or tap here to enter text. |
|  |  |
| *Note:* *Prerequisites for existing courses may be adjusted or waived with the approval of the academic department/college if appropriate.* |
|  |  |  |
| Textbook Rental: | [ ]  Yes [ ]  No  |  (If yes, add $50 per course) |
|  |  |  |

[Click for Additional Courses](%5C%5C%5C%5CSpecialshares.ad.southeastern.edu%5C%5CSpecialShares%5C%5CStudy%20Abroad%20Share%5C%5CSAGE%5C%5CREVISED%20RULES%5C%5C2023AdditionalCourses.docx)

**5a. Course format**

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| --- |
| [ ]  Course takes place entirely abroad (some meetings and/or assignments begin prior to departure or after return as needed) |
| [ ]  Overseas component embedded in a larger course context taught on campus during regular term, occurring in the beginning, middle, or end |
| [ ]  Hybrid model with some class meetings taking place on campus leading up to abroad portion |
| Academics (Check all applicable) |
| [ ]  Faculty member(s) teaching in classroom space and/or on site (museum, cultural locale, etc.) |
| [ ]  Lectures by guest speakers and local experts |
| [ ]  Class(es) taught by non-Southeastern faculty (e.g. language institute, or host institution) |
| [ ]  Service-learning component integrating community service with guided instruction and reflection by faculty member or contracted local instructor |
| [ ]  Research component or project |
| [ ]  Language acquisition |

**5b.** If any of the courses is a 400/500 level, what are the requirements for the graduate component?

|  |
| --- |
| Click or tap here to enter text. |

**5c.** If program will be open for audit.

|  |
| --- |
| [ ]  Yes [ ]  No |

**5d.** [ ]  Complete Student Contact Hours for Study Abroad/Away Faculty-Led Programs

# 6. Program DETAILs

**6a**. What are the academic and program goals?

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| --- |
| Click or tap here to enter text. |

**6b**. Please explain your rationale for choosing the course(s) and the proposed location(s).

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| --- |
| Click or tap here to enter text. |

# 7. Lodging

|  |
| --- |
| Type of Housing (check one) [ ]  Hotel [ ]  Dormitory [ ]  Home-stay [ ] Other  |

Describe the housing arrangements for students and faculty – location, amenities provided, number of students per room, and medical facilities. Provide the contact information for each establishment.

|  |
| --- |
| Click or tap here to enter text. |

# 8. Meals

State if meals are included in the program and whether or not faculty meals will be included as well. Also, state whether the menus are set or if the participants have an option. If some or all meals are not provided, state how much additional money should the participants budget to cover meals. **Reminder: State travel guidelines dictate maximum spending per person per meal.**

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| Click or tap here to enter text. |

# 9. Emergency Services

**9a**. Detail what emergency services that will be available to students and faculty on the program.

|  |
| --- |
| Click or tap here to enter text. |

**9b**. Detail the CDC vaccination requirements and recommendations for all countries of travel in the program itinerary (cdc.gov). Include medical care available in the region, proximity to emergency medical services, whether or not 24-hour security is available on the premises, proximity to police or security officers, etc.

|  |
| --- |
| Click or tap here to enter text. |

# 10. Travel Arrangements and ground transportation

**10a.** If the program will require rental vehicles, fill out Vehicle Rental form at <http://www.southeastern.edu/admin/controller/facultystaff/travel/assets/Vehicle_Rental_Form_030921_WD.pdf>, and attach a copy of the completed and signed form.

|  |
| --- |
| [ ]  Copy attached (if applicable). [ ]  Detailed rate information or contract attached for each. |

**10b.** Identify any service provider(s) associated with the proposed trip. List services covered and costs associated:

|  |
| --- |
| Click or tap here to enter text. |

# 11. Student Selection and recruiting

Discuss criteria to select students for this program, to be consistent with general institution standards. How much time do you feel you will be able to devote to recruiting students each week? What types of recruiting activities are you considering in order to let students know about your program?

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| --- |
| Click or tap here to enter text. |

# 12. [ ]  **COMPLETE THE Estimated program budget** **FORM**

# **Faculty Coordinator/Additional Faculty/Program Assistant Agreement**

This agreement serves to confirm that the primary Faculty Coordinator, Additional Faculty, or Program Assistant (if any), and designated Alternate Faculty Coordinator understand their responsibilities with regards to the policies, development, marketing, and administration of faculty-led study abroad/study away programs sponsored by Southeastern Louisiana University.

1. *Academic Content of the Program*: Syllabus preparation, textbook identification and orders, course materials, lectures, and participant assessment are the responsibility of the Faculty Coordinator.
2. *Faculty Leaders*: A program will typically have one Faculty Coordinator. If the program is associated with more than one course (taught by Southeastern faculty) and participants will earn a total of 6 credits, an additional Faculty may be considered. The additional Faculty will have equal teaching duties, receive a salary, and their program expenses will be covered. The Faculty Coordinators may choose to split one salary or take a reduced salary should the cost of two full salaries be prohibitive to the program budget. Alternatively, an additional faculty or Graduate Assistant may accompany the Faculty Coordinator in a supportive role (no teaching duties) as a Program Assistant if the budget allows. Rationale must be provided for the Program Assistant.
3. *Compensation*: All Southeastern Louisiana University faculty-led study abroad/study away programs are wholly self-supporting. This means that all costs of offering the program, including the faculty salary and expenses, must be covered by the program fee charged to the students. Regular Southeastern tuition and fees are NOT charged for faculty-led study abroad/study away programs; instead, a unique fee is set for each individual program. All efforts must be made to keep such costs to a minimum without jeopardizing the quality of the program. Faculty Coordinators and additional faculty travelling with the program are paid an amount for leading a study abroad/away program not to exceed $4,000 plus fringe benefits. They are not paid per course. Program Assistants or not travelling faculty do not receive a salary. Travel and living expenses are covered for Faculty Coordinators and Program Assistants per the program budget. All expenses, meal per diem rate in the host city or cities must be calculated following state regulations. ([See State Travel information](https://www.southeastern.edu/admin/controller/facultystaff/travel/index.html))
4. *‘Surplus’ Funds*: For programs that exceed their minimum target enrollment, significant 'surplus' funds generated beyond the original budget may be used to benefit the students in the form of extra activities/meals, the addition of a Program Assistant or other on-site support.
5. *Collaboration with the Study Abroad & Global Engagement Office*: Faculty Coordinators and Program Assistants agree to work in collaboration with the SAGE Office staff to deliver the highest quality program. Because there are individual as well as shared responsibilities, faculty leaders agree to communicate regularly with the SAGE staff member responsible for the program. An arrival, midpoint, and pre-return contact with the SAGE office are expected.
6. *Travel and Logistical Arrangements*: A program provider or on-site coordinator will normally be identified by SAGE or the faculty coordinator to arrange program logistics (housing, in-country transportation, excursions, some meals, guest lectures, academic and cultural visits, etc.). Faculty coordinators and additional faculty or assistants are responsible to book their own flight or other mode of transportation for the program using *Christopherson Business Travel* for program-related airfare ([www.cbtravel.com](http://www.cbtravel.com)) Students flight is not included in the program cost.
7. *Marketing and Recruitment*: Program-specific marketing and the recruitment of students is one of the primary Faculty Coordinator’s main responsibilities. The SAGE Office will create a program page and produce materials for marketing purposes. Any other marketing materials must be approved by the SAGE Office. Faculty and academic departments agree to promote their program to students and peers, conduct classroom visits and information sessions to promote the program, as well as market to colleagues and groups outside of Southeastern.
8. *Student Orientations*: For programs to be held in the January interim term, orientations will be held in November of the previous year. For summer programs orientations will be held in the April preceding the trip. Orientations for programs falling outside of these terms will be scheduled on an individual basis with the Faculty Coordinator. Faculty leaders must attend the orientation session facilitated by the SAGE Office and hold at least one meeting with enrolled students. Faculty Coordinators are encouraged to conduct multiple pre-departure activities and meetings with participants. All programs must have an on-site orientation conducted shortly after arrival. Faculty Coordinators are expected to plan frequent times during the program for participants to process and reflect on their experience.
9. *General Supervision of Students:* Faculty Coordinators will supervise and direct students in the academic and intercultural goals of the program both pre and post departure. Faculty Coordinators are the primary person(s) responsible for the supervision and welfare of the students participating in the program, and are, among other things, responsible for supervising and monitoring each student’s conformance to university policies and other applicable, rules, regulations, and standards of conduct. Faculty leaders should be familiar with the *Student Code of Conduct*.
10. *Health, Safety and Communication*: In the interest of the health and safety of participants in faculty-led study abroad/study away programs, the primary Faculty Coordinator is required to confirm the group’s arrival with the SAGE Office via email and/or phone within 24 hours of arriving to the program site(s) and is expected to maintain a clear communication link to the office throughout the duration of the program. Regardless of the location(s), Faculty Coordinators and Program Assistants should be prepared to respond to health and safety problems whether emergency or routine in nature for the duration of the program.
11. *Financial Reporting*: The University requires complete financial reporting for all expenses incurred by the program. The SAGE Office will review the program budget and the requirements for reporting expenditures according to the University’s accounting procedures with the primary Faculty Coordinator prior to departure. The Faculty Coordinator(s) and Program Assistant(s) must submit all required receipts and other documentation for expenses incurred to the SAGE Office within one week of the program end date.
12. *Final Report and Evaluation*: A final program report must be submitted to the SAGE Office within 30 days following the end of the program. [Guidelines](https://www.southeastern.edu/acad_research/programs/sa/faculty/index.html) for this report can be found on our website. This report discusses detailed information about the academics and logistics of the program and should describe problems and successes as well as make recommendations for future programming. The final report is critical to the program evaluation process and planning of subsequent programs.
13. *Grade Submission*: Faculty Coordinators should post grades online or submit final grades as instructed. If participants have outstanding coursework, a grade of “I” should be recorded until a grade can be determined.
14. *Cancellation:* The University reserves the right to discontinue the program at any time before or after departure, at its sole discretion. Reasons for discontinuation or cancellation of the program include but are not limited to insufficient enrollment and elevated travel advisories from the U.S. Department of State. The SAGE Office closely monitors the most recent safety information available from the U.S. Department of State and other sources and will provide the timeliest information if concerns arise.

If the program does not reach its minimum target enrollment (as determined by the program budget) by the posted application deadline it may be cancelled. If possible, the application deadline date will be extended. If minimum enrollment still has not been met by the program’s final application deadline, the SAGE Office will assess the program budget and determine whether it is financially reasonable to run. If the program is cancelled due to low enrollment or any other reason, the Faculty Coordinator will not receive any monetary compensation.
15. *Withdrawal:* It is expected that the Faculty Coordinator submitting a proposal is making a commitment to the program and will not withdraw from the position of Faculty Coordinator for the program except in an emergency. You must identify an alternate primary faculty member to lead the group if you cannot perform the duties of Faculty Coordinator (unless there is a secondary Faculty Coordinator or Program Assistant already in place). If the Faculty Coordinator must withdraw from the program an alternate Faculty Coordinator may be called upon to take over the program.

**Acknowledgements and Approvals**

***Faculty Coordinator(s)/Program Assistant***

* I acknowledge that I have read, understand, and agree to the expectations and responsibilities of a Southeastern Study Abroad/Away Program Faculty Coordinator or Program Assistant as outlined in the Faculty Coordinator/Program Assistant Agreement above.
* The information I have provided on this form is true and accurate to the best of my knowledge.

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*Faculty Coordinator Name Date*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_

*Additional Faculty Name (if any) Date*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_

*Program Assistant Name (if any) Date*

***Academic Department Head(s)***

Complete and sign the checklist then forward the proposal to the college dean(s) for final review and signature

|  |  |  |
| --- | --- | --- |
| I understand I am not expected to assess location, feasibility, costs, on-site support services, sustainability, or health and safety issues when reviewing the proposal. | **YES/MET** | **NO/NOT MET** |
| I have reviewed all academic components of the proposal including course subject matter, instructional delivery methods, syllabus(i). |[ ] [ ]
| I have reviewed the *Student Contact Hours* sheet and believe the contact hours indicated for each activity are reasonable. |[ ] [ ]
| The faculty member demonstrates that the host region/country is relevant to the course topic(s). |[ ] [ ]
| Adaptations made to the course outline, learning activities, and assignments in the university approved syllabus to reflect the context in which it will be taught have been made with my approval. |[ ] [ ]
| The proposal indicates how the learning activities will meet the course objectives indicated in the syllabus with identified and measurable outcomes. |[ ] [ ]
| The prerequisites indicated on the proposal form for each course are correct/acceptable. |[ ] [ ]
| The overall program prerequisites are acceptable/appropriate. |[ ] [ ]
| If both undergraduate and graduate level credit will be offered, the additional assignments and coursework for graduate participants are sufficient/appropriate. |[ ] [ ]
| If lower and upper-level undergraduate credit will be offered, the additional assignments and coursework for upper-level credit are sufficient/appropriate. |[ ] [ ]
| The faculty member(s) have the necessary expertise to teach the course(s) associated with the program. |[ ] [ ]
| The faculty member(s) do not have other commitments which might prevent them from carrying out the duties of a Faculty Coordinator or Program Assistant prior to, during, or after the program. |[ ]  [ ]  |
| The Faculty Coordinator has sufficient connections on campus to recruit participants for the program. |[ ] [ ]
| The academic department will assist in the promotion of the program. |[ ] [ ]
| I have considered competition between faculty-led programs within my department (if multiple proposals are being submitted for the same cycle).* Do the programs compete?
* Are distinct courses offered on each program?
* Will the programs draw from the same pool of applicants?
* Is there sufficient student demand in the discipline for more than one program in any given year/term?
 |[ ] [ ]
| I have reviewed and support the applicant's faculty-led program proposal. |[ ] [ ]

**Is the department able to support this program financially to help reduce costs for the students?**

**If yes, please explain and specify dollar amount (if able):**

|  |  |
| --- | --- |
|  \_ |  \_\_ |
| *Head of the Sponsoring Department Name* |  *Signature Date* |

|  |  |
| --- | --- |
|  \_ |  \_\_\_\_\_\_ |
| *Head of the Secondary Sponsoring Department Name (if any)* | *Signature Date* |

## ***College Dean(s)***

☐

I have reviewed and support the applicant's faculty-led program proposal.

|  |  |  |
| --- | --- | --- |
|  \_ |  \_\_ |  |
| *Dean of the Sponsoring College Name* | *Signature Date* |  |

|  |  |  |
| --- | --- | --- |
|  \_ |  \_\_ |  |
| *Dean of the Secondary Sponsoring College Name (if any)* | *Signature Date* |  |

**Please submit the complete proposal with ALL required approvals and documentation to the SAGE Office by the deadline: June 1st.**

IMPORTANT: Proposals must be submitted to the academic department head(s) by the Faculty Coordinator at least **two weeks prior** to the final proposal deadline for review and forwarding to the college dean(s).



Phone#: 985‐549‐2135

Fax#9855493478

Email: **studyabroad@southeastern.edu**