Faculty-Led Program Proposal Information

Faculty-led programs are a special part of PNW’s international work.  As an increasingly popular study abroad program type, faculty-led programs offer a ton of benefits to PNW students, faculty, and staff.  If you are interested in learning more about leading an international experience abroad, please reach out to [studyaway@pnw.edu](mailto:studyaway@pnw.edu).

# Program Proposal Deadlines (All terms)

* **August 30 – Priority Deadline**
* **September 15- Final Deadline**

Faculty are strongly encouraged to submit their materials by the deadline in order to maximize recruitment time and allow students ample opportunity to explore program options, funding opportunities, and plan for studying abroad.

# Check List of Faculty Led Program Proposal Requirements

The proposal phase refers to putting together the program components and submitting materials to the Office of Study Away. Materials Faculty Directors will need to submit as part of their proposal include:

## Proposal Form/Program Information

* Faculty Director Information (Lead faculty plus any additional program leaders)
* Program Information and Description - Dates, location(s), accommodations, group transfers (e.g. trains, group flights)
* Course and Academics Information
* Applicant Eligibility Requirements

## Draft Itinerary

* Draft plan for activities abroad including count of contact hours for each group activity while abroad

## Draft Budget

* Estimated costs for the program including Faculty Director travel

## Health and Safety Assessment

* Reference policies around travel to restricted areas (State Department Travel Advisories and CDC health notices)
* Address specific risks for program host location

## Departmental and/or College Approvals

* Signatures from Department Chair and/or College Dean of the Faculty Director(s)
* Approval from departments where any credit will be cross listed for the courses offered on the program

**Vendors information**

Faculty should provide all detailed information about the vendors with whom they are going to work to the International Programs and Partnerships office (IPP). IPP will communicate directly with the vendors and set up agreements with third-party vendors. Failing to provide detailed information about vendors might impact the proposal.

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Faculty-Led Study Abroad Program Proposal Form

# Section 1: Program Information

* **Program Name**:
* **Program Term/Year**:
* **Program Dates**:
* **Program Location(s)**:
* **New/Renewal Program**:

## Program Description

Provide a complete, succinct program description (one-two paragraphs) addressing the educational purpose of the program, how the location will enhance the learning of the course content, and the targeted student population for the program.

Response:

## In-Country Support

List any individuals/entities (e.g. host institution, third party program provider) who will provide in-country support to the program and explain what support they will provide.

Response:

Third Part Vendors Information:

Company Name:

Contact Person Name:

Email address:

Phone Number:

Fax Number:

## Faculty Information

### Primary Faculty Director

* Name:
* Email:
* Academic Department/College:

### Secondary Faculty Director(s) (if applicable)

* Name:
* Email:
* Academic Department/College:

### Additional Program Leadership

Please provide any additional information about additional program leadership traveling with the program (e.g. teaching assistant, on-site program support). Include Name, email, and leadership role/responsibilities regarding the program.

Response:

## Eligibility, Application, and Selection Criteria

1. What are the eligibility requirements for this program (e.g. minimum GPA, major or minor, class standing, etc.)?

Response:

1. Outline the application requirements of the program [e.g., statement of purpose, (un)official transcript, letter(s) of recommendation, resume or CV, portfolio, interview, special such as SCUBA cert., other].

Response:

1. Describe the selection process: indicate who will select participants and whether any applicant qualifications will be prioritized over others.

Response:

## Course Information

1. Will the course be open to undergraduate, graduate students, or both?

Response:

1. Will the course be cross-listed in another department? If yes, please provide all cross-listings.

Response:

1. Are there any pre-requisite courses that must be completed in order to participant in this program?

Response:

# Section 2: Supplemental Documents

Please submit the following items with your completed proposal form.

## Course Syllabus/Syllabi

In addition to the answering the questions in this proposal form, each Faculty Director will need to submit a draft syllabus for each course taught on the program with the completed Proposal. The syllabus should follow PNW standards.

Factors to be considered as you develop your syllabus:

* The course name, designation, and all cross-listings
* The number of contact hours and number of credits for the course
* A description of how the student workload and activities translate into the number of credits earned
* Specific learning objectives, including those for experiential learning components
* The course assessment mechanisms and grading system, as they relate to both academic and experiential learning outcomes
* A description of global skills that students are expected to develop (e.g., language, intercultural competence skills) and how these will be assessed
* A description of pre-departure preparation and on-site orientation requirements and how these will be assessed
* If there are any post-program requirements that support students in culminating learning and synthesizing their study abroad experience, a description of these requirements and how these will be assessed
* The provision on site over the duration of the program of multiple and various opportunities to facilitate students’ reflection on their experience of the host culture
* A statement of student behavior expectations, both personal and academic, including a clear, fair, and ethical policy regarding consequences of conduct violations

## Draft Itinerary

Development of an itinerary is intended to help you map out your program travel dates, site visits, and activities. Developing a strong itinerary alongside your course syllabus also ensures that program activities meet contact hour requirements for the number of credit hours offered for the course. Please use the provided [blank itinerary template](https://www.pnw.edu/wp-content/uploads/2023/06/FacultyLedStudyAway_LogisticsItinerary_Blank_6-23.docx) and reference the [sample itinerary](https://www.pnw.edu/wp-content/uploads/2023/06/FacultyLedStudyAway_LogisticsItinerary_Sample_6-23.docx) for an example of how to layout your program plans.

## Draft Budget

Development of a comprehensive budget is vital for the process of setting an accurate program fee and establishing timelines for collecting payments and making reservations abroad with partners. Use your draft itinerary to guide the development of the budget costs and activities. Please use the provided [budget development template](https://www.pnw.edu/wp-content/uploads/2023/06/FacultyLedStudyAway_BudgetDevelopmentTemplate_Blank_6-23.xlsx), and reference the [sample budget](https://www.pnw.edu/wp-content/uploads/2023/06/FacultyLedStudyAway_BudgetDevelopmentTemplate_Sample_6-23.xlsx) for an example of how to complete the template.

# Section 3: Health and Safety Assessment

The safety of PNW faculty, students, and staff is a top priority of the University. In developing faculty-led programs, it is important to ensure that Faculty Directors have considered the risks associated with taking a group of students abroad to a particular location, as Faculty Directors will be the first responsible party should a crisis arise on-site. It is also important that Faculty Directors be able to articulate and discuss any potential health or risk concerns of your destination, including any required vaccinations, in case asked by a parent or student.

As part of the annual proposal process we ask that you review the **most recent**, **up-to-date** information available about the location(s) where you plan to take students and disclose any potential risks associated with traveling to a particular part of the world.

## Reference Resources

Please reference these and any other references with which you are familiar to complete the following questions to the best of your knowledge:

* [United States Department of State](https://www.state.gov/)
* [Department of State Travel Advisories and Alerts](https://travel.state.gov/content/passports/en/alertswarnings.html)
* [Department of State Country Information](https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html)
* [Center for Disease Control and Prevention](https://www.cdc.gov/)
* [CDC Travelers' Health](https://wwwnc.cdc.gov/travel/destinations/list/)

## Travel Advisory Assessment

In the following space please provide information about the specific risks of travel to all locations in the program itinerary based on the advisory level. Please address your plans to mitigate risk in each location and ensure the safety of the students traveling on the program.

Response:

## Travel to Restricted Regions

Will your program travel at any time to a region or country designated as a level 3 or 4 on the US Department of State Travel Advisory list? If yes, please explain why travel to that location/region is critical to the success of your program. If yes then please complete the Form

Response:

## CDC Travel Health Notice Designation

Please review the CDC Travel Health Notice Level for your host country(ies) and indicate the current Travel Health Level for your primary program location(s). Based on the Watch Level indicated by the CDC. Are there any particular or unfamiliar health issues the program might encounter while on site in all program locations? If yes, please describe. e.g. Water purification, need for inoculations., known diseases, etc.

Response:

## Violent and Non-Violent Crime

Describe any violent or non-violent crime that may be a potential risk in the host city or country. e.g. pickpocketing, assault, kidnapping. Please address what steps can be taken to mitigate the risk.

Response:

## Political, Economic, or Social Issues

Describe any political, economic or social issues that may pose a potential risk to students or faculty traveling to the host country or host city. Please address what steps can be taken to mitigate the risk.

Response:

## Risk of Natural Disaster

Indicate which, if any, of the following natural disaster events are a potential risk in the host region

Response:

## Additional Information

If there is anything you feel the Office of Study Away should know about the program destination in regards to risk management please include that in this space.

Response:

# Section 4: Program Approvals

Please print and obtain all signatures. Submit this form with your program proposal packet. This form should be completed individually by each Faculty Director.

## Faculty Director & Program Information

Please provide the Faculty Director Name, Department, and Contact Information:

## Department Chair Approval

I have reviewed the completed course syllabus and program proposal information (including the draft itinerary and academic information), and I fully support this program. This study away program meets the academic standard for courses offered by the hosting department. I agree that any budgetary shortfall resulting from mismanagement of funds by the director(s) will be paid by the director’s department.

* Department Head’s Signature:
* Print Department Head’s Name:
* Date:

### Cross-Listed Course(s) Approval

Will this course be cross-listed in another department? Yes/No

* If yes, list prefixes and numbers:
* Relevant Department Head’s Signature:
* Date:

## College Dean Approval

I have reviewed the completed course syllabus and program proposal information (including the draft itinerary and academic information), and I fully support this program.

* Dean’s Signature:
* Print Name:
* Date:

If you are in non-academic affairs, please have your supervisor sign this document.