

FACULTY-LED STUDY ABROAD PROGRAM PROPOSAL

Please use this template to develop your program proposal. Your department chair, college (associate) dean, and the UF International Center (Study Abroad Services) must approve your program proposal according to UFIC's [deadlines](#). For extra guidance on how to complete the various proposal sections, please hover over the (?) icons!

SECTION I: FACULTY INFORMATION

Primary Faculty Director: _____

Academic Department/College: _____

UFID: _____ Email Address: _____ Campus Phone: _____

Faculty Rank (at time of program): _____

Experience Leading a Program abroad: (Describe your experience leading a UF Sponsored or other Study Abroad program)

Faculty Co-Director / Teaching Assistant: _____

Faculty Co-leader Teaching Assistant

Academic Department/College: _____

UFID: _____ Email Address: _____ Campus Phone: _____

Faculty Rank (at time of program): _____

Experience Leading a Program abroad: (Describe your experience leading a UF Sponsored or other Study Abroad program)

SECTION II: PROGRAM DESCRIPTION

Program Title: UF in (name of Country) _____

Program Secondary Title: _____

Program Description: *In narrative form, please describe the program addressing the following questions in mind:*



1. *What are the intended academic goals of the program?*
2. *What are the intercultural learning goals of the program and how will students achieve them?*
3. *Who is the intended audience for this program?*
4. *In what way does the curriculum leverage the unique learning opportunity of your host country context?*
5. *How will students uniquely benefit from participating in this program?*

Program Location - City: _____ Country: _____


If multiple locations are visited, please list here:

1. Name of City, Country _____
2. Name of City, Country _____
3. Name of City, Country _____

Term: *(Program and course dates should ideally fall within the university term dates)*

- Fall Winter Break Spring Spring-Break
Summer A Summer B Summer C

Program Start Date: _____ Program End Date: _____

Program Type: *(Different program models can include different experiential learning types, for definitions of program models, please view the [Guide to Study Abroad Program Development](#))* 

- Integrated Model
- Hybrid Model
- Island Model
- Service Learning
- Internship
- Research

Number of students *(This can be an estimate, e.g., 12-15 or 20-25 etc.):* _____

SECTION III: COURSE INFORMATION 

Most summer programs offer 6 credits for a 4-6 week long program. However, you can also design a programs for any length with an appropriate ratio of credits. Faculty can either teach all the courses for UFGPA credit or work with a local partner institution to offer one of the courses for Transfer credit. If you plan to work with a local institution and are not yet sure, which class they are going to offer, please simply provide a short description of what you might envision for this course. If you plan to offer a graduate level course in addition to undergraduate courses, please indicate those course prefixes here as well. If you do not get a graduate section approved, your program will only be open to undergraduates.


COURSE #1:


Course Prefix and Number: _____ Number of Credits: _____

Course Title: _____

Course taught by UF?: Yes No If yes, instructor name: _____

List pre-requisites for this course, if applicable:

Please provide a short course description including the academic learning outcomes: 

Describe the frequency and duration of lectures, cultural activities as they relate to the coursework, program discussions/reflections etc. 

COURSE #2:

Course Prefix and Number: _____ Number of Credits: _____

Course Title: _____

Course taught by UF?: ___Yes ___No If yes, instructor name: _____

List pre-requisites for this course, if applicable:

Please provide a short course description including the academic learning outcomes:

Describe the frequency and duration of lectures, cultural activities as they relate to the coursework, program discussions/reflections etc.

SECTION IV: INCORPORATING INTERCULTURAL AND ACADEMIC LEARNING OBJECTIVES



It is a common misconception that the study abroad experience only occurs while abroad. However, in order to foster a meaningful experience for all participants, faculty must provide proper preparation and engagement for all students before, during and after a study abroad program. Each program adapts the experiential learning models in their own unique way, but all should include personal and academic reflection as part of the curriculum.

Please address how you will prepare, engage and support students during all three phases of the study abroad program:

Pre-Departure:

During Program:


Post-Program:

SECTION V: HEALTH AND WELLNESS

Are vaccinations/immunizations required for travel to the host country? ___ Yes ___ No

If yes, please list here:

SECTION VI: PROGRAM LOGISTICS

Will you need assistance identifying a third-party provider who will be responsible for arranging on-site logistics? ___ Yes ___ No 

If no, please complete the following information for the identified third-party provider/host institution you will use for services/logistics in the host country:

Name of Provider / Institution: _____

Contact info for Provider / Institution: _____

Accommodations for Faculty: Hotel Dorm Hostel Homestay Apartment

Other: _____

Accommodations for Students: Hotel Dorm Hostel Homestay Apartment

Other: _____

Meals:

Will meals be included in in the program fee? ___ Yes ___ No ___ Some

Transportation:

All students will purchase and arrange their own international airfare.

Will in-country transportation be required for this program? ___ Yes ___ No

If so, list in-country transportation method(s) here:

Faculty Signature

By signing this proposal, I commit to implementing this program as outlined here and approved by the International Center. I understand that any changes to the program design, learning objectives or location may require a new program proposal and approval for UFIC and/or my college.

Primary Director Signature: _____ **Date:** _____



Before sending this proposal to your department or college, this proposal must be approved by Study Abroad Services. Please send this completed proposal for review to Susanne Hill (shill@ufic.ufl.edu) for programs created in Europe, Africa and Australia. For programs in the Americas and Asia, please send this proposal to Nicole Fuls (nfuls@ufic.ufl.edu).

SAS COMMENTS/NOTES:

SAS Approval: _____ **Date:** _____

STUDY ABROAD PROGRAM APPROVAL

Program Name: _____

Location (city and country): _____

Program Director (s): _____

Dates of program: _____

Courses Offered*:

1. Course Prefix and #: _____ Title: _____ # of credits _____

2. Course Prefix and #: _____ Title: _____ # of credits _____

3. Course Prefix and #: _____ Title: _____ # of credits _____

Your signatures below indicate your approval of this study abroad program proposal and that you have ascertained the following:

- The program offers the appropriate contact hours for the credit hours to be awarded.
- The program director, any additional teaching faculty or graduate teaching assistants (if applicable) are qualified to teach in this program.
- The program is appropriate and sufficiently rigorous, as it relates to the content and pedagogical method(s) appropriate to the discipline, (traditional lecture, field research, service learning, etc.).
- Academic and intercultural student learning outcomes are clearly defined and will be incorporated in all aspects of the study abroad program.
- All course numbers listed exist and have been taught on campus within the last 5 years.
- The department will register students for the departmentally controlled sections.

Department/Center Chair/Director

Date

Dean or Associate Dean

Date

** All UF faculty led programs are self-funded (off-book) programs. Departments will not receive any SCHs for the courses offered abroad.*