

(Credit-Bearing Programs Only)

Faculty members interested in proposing credit-bearing, faculty-led programs at Florida Tech will need to submit the following information for review by the Office of Study Abroad. The required information outlined in this document has been established to ensure consistency, minimize liability and maximize resources. For more information, faculty may consult and familiarize themselves with the Guidelines for Faculty-Led Education Abroad Programs and the Study Abroad Handbook.

You will need to address each of the sections outlined below in a separate Word document. Once completed, please return all required documentation to Heather Wautlet, director of study abroad, at hwautlet@ft.edu.

Please note that faculty are not authorized to promote the price of the program until the program and its budget are approved.

SECTION I: OVERVIEW

Provide the following basic information about the proposed program:

Program name* _____

Program location(s) _____

Program dates _____

Sponsoring department(s) _____

Program director name _____

Chaperone names (if any) _____

Program director experience in host country and local language _____

**Note: To help students grasp the seriousness of study abroad course work, please refer to your time abroad as a "program" not a "trip" (e.g. "Italy Summer Study Abroad Program").*

SECTION II: CULTURAL AWARENESS

- Describe how the program will give students the opportunity to develop and/or enhance their own cultural awareness.

SECTION III: COURSE INFORMATION

- List all Florida Tech courses that will be taught in this program. Indicate the number of credits per course, and attach a copy of the syllabus (even if tentative) to be used for each course offering. All new course are subject to standard curriculum approval processes. The excitement of travel and new experiences in a foreign country might cause students to lose sight of the fact that they are expected to maintain the same academic rigor in courses abroad as they do in courses held on campus. Therefore, make sure to be clear in your course syllabi that expectations are high in terms of contact hours and stated requirements and that participation in course activities is required.
- Faculty members may only teach a course(s) in the areas/subjects in which they are academically qualified to teach by Florida Tech.

SECTION IV: INSTRUCTION AND SUPPORT STAFF

- Faculty members are the faculty-on-record and the only ones authorized to teach the class.
- The program director will be the primary contact for the Office of Study Abroad.
- Names and contact information of other Florida Tech faculty/staff, as well as any other non-Florida Tech individuals, that will participate in the program must be furnished. Refer to the Guidelines for Faculty-Led Education Abroad Programs for more information.

SECTION V: PROGRAM AFFILIATIONS

- Provide a brief description of any institution/agency/organization which the program may be affiliated with (i.e. third-party program providers, research centers, schools or nongovernmental organizations). Include a background summary of the affiliate program (a website address will be required as well) and pertinent academic information (including accreditation status and academic programs, if applicable). In addition, indicate if Florida Tech has worked with this organization before.
 - » List any counterpart/staff associated with the affiliated institution that may assist with the program, including guest speakers if known.
 - » Note: Faculty are not authorized to sign any contracts with any vendors or service providers without permission from the Office of the Provost

SECTION VI: PROGRAM ITINERARY

- Provide a comprehensive itinerary listing of all cities/countries to be visited with dates, even if they are tentative. Make sure to include every day of the program in addition to the departure and return dates. A finalized itinerary is due to the Office of Study Abroad eight weeks prior to departure.

SECTION VII: LANGUAGE AND HOST COUNTRY PREPARATION

- Indicate the level of experience, if any, that you have with the host country as well as the local language. Experience or local language ability are not required for the program approval but is helpful.
- If the program takes place in a non-English-speaking country, explain how students will be prepared with basic language and cultural skills prior to their departure. If possible, students should receive an orientation of basic vocabulary in the language of the host country/city in order to meet and greet people, purchase food and other essentials, utilize transportation and handle emergency situations.

SECTION VIII: SAFETY

- Elaborate on any known risks, such as communicable diseases present in the area (e.g. malaria, hepatitis, avian flu, etc.), high crime rates, and unsafe local transportation students may use in their free time, etc.
 - » Discuss any safety measures that will be in place to minimize these risks.

SECTION IX: PROJECTED ENROLLMENT

- List the desired minimum and maximum number of participants. Note that faculty-led programs must enroll the minimum number of students in the preapproved budget in order to ensure that break-even analysis is met. The minimum number of students enrolled may vary depending on the program, so please keep in mind that this will have a direct effect on the cost of the program.
- All program advertisements must include a disclaimer regarding enrollment and pricing such as, "The final price of the program will depend on participant enrollment."

SECTION X: PROGRAM BUDGET

- Make an appointment with the Study Abroad Director at the very beginning of the process. During the meeting, a detailed program budget will be created utilizing the approved budget template (provided during the meeting). However, in preparation for the meeting, you should gather as much current information as possible regarding the expected expenses prior, during and after the program. It is expected that you will bring current source documentation for the expenses that will be included in the budget. Estimated information is accepted, but it must be current. Please note that all expenses must be accounted for in the budget.
- Disclose any and all types of other funding (both internal and external) being applied for or expected to be received for this program.
- Important reminders:
 - » Any excess funds will be allocated to the university's general funds.
 - » Faculty-led programs cannot operate on a deficit.
 - » Once a program price has been advertised, it cannot be changed.

SECTION XI: APPLICATION DEADLINE

- Proposals should be submitted one year in advance of the planned departure date whenever possible.

**Many thanks to the numerous U.S. university study abroad offices and program providers for sharing their best practices and policies through interviews, shared documents and published materials. A special thanks to Radford University, Towson University, Texas Tech, William and Mary, Valparaiso University, Siena College, Emory, Princeton, Georgia Tech, CIS, AIFS and CEA.*