

Faculty-led Study Abroad: Format for Proposal Narrative Draft

The proposal must at a minimum contain the following sections; see UMass Dartmouth Faculty-led Study Abroad proposal process for full instructions and timeline.. The draft proposal and budget will be reviewed by the IPO Director and is subject to review and approval of the Provost's International Advisory Council. The final version must be signed off by the Department, the Dean, and the IPO Director.

First-time Study Abroad programs:

Name of Program:

Winter or Summer Intersession Course?

Spring or Fall Campus Course w/embedded field experience abroad?

Name of Faculty Leader:

Names of any additional faculty instructors:

Name of any host or affiliated institution:

Dates of Proposed Program:

Targeted number of Students:

List any requested non-credit participants and rationale:

Course name/s, number, credits:

Prior to approval of a study abroad program, any new course curriculum must be developed and approved by the academic department. Attach the approved curriculum proposal.

Proposal Narrative:

- 1) Rationale – why this course, this place, this time?
- 2) Site description
- 3) Day by day itinerary
- 4) Expertise and experience of the faculty leader at this site
- 5) How the structure and location will be utilized in support of learning objectives
- 6) Plan for intercultural interaction and processing the experiences
- 7) Plan to prepare students for risks and for access to emergency services
- 8) Student recruitment plan

Program Logistics: (attach a full line item budget)

- 9) 1Name/contact/cost quote for classroom facilities
- 10) 2Names/costs for any intended activities or events
- 11) 3Name/contact/cost quote info for student accommodations (and if different, faculty accommodations)
- 12) 4Plan for student meals and group transportation w/contact info and quotes
- 13) Plan for air transportation. Will air tickets be purchased as a group? Will faculty member travel with students?
- 14) Name and telephone number of hospital/clinic, name and telephone for police

Repeat and Deferred Study Abroad programs:

Complete the Faculty-led Study Abroad Program Request. Then, if a full proposal has been submitted in previous years in this format, simply use *tracked changes* in Word to make any edits to the previous proposal for the coming year, and submit with a list of latest cost estimates.

- The IPO will review the proposal and contact you with any questions.
- Both should be submitted to the Department Chair and Dean for signature, with the course set-up form, and the Program Profile (course description) template.
- The signed proposal w/budget, course set-up form, and Program Profile should all be submitted together to the IPO and the program can then be published and applications opened.