**UMass Dartmouth Faculty-led Study Abroad Proposal Development Request**

Name of Faculty Leader: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Academic Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Request Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This is a request for the academic department to offer the following study abroad course next year. In addition to course development and instruction, the faculty member agrees to oversee program execution on-site, student advising and support, and financial management of the logistics.

Proposed course name/s, number, credits: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The program will fulfill major requirement \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and/or University Studies requirement \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

☐ Course design will include reflection on the intercultural elements and students will complete pre/post essays to fulfill university studies cluster 5b requirements.

Name of Program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Winter or Summer Intersession Course? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Names of any additional faculty instructors: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of any host or affiliated institution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dates of proposed program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Targeted number of students: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Prior to approval of a study abroad program, any new course curriculum must be developed and approved by the academic department. Attach the Academic Affairs “New Course Proposal Form” and state the status – pending or date approved.)

Faculty Leader Signature/date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The Department agrees that the estimated number of students is realistic and will promote this program as one of a small number of recommended study abroad options for majors during this term. Administrative support for faculty expense reports will be provided as with any other faculty travel.

Dept. Chair Signature/date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The College supports the application of this faculty member to represent UMass Dartmouth in the role of student group leader as well as instructor. The program concept aligns with College priorities. The program budget is designed to break even: When final bills are reconciled if there are remaining funds those will accrue in the name of the College for future use and if the College operates the program at a loss, the difference will be covered by the College.

Dean of College Signature/date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SUBMIT to IPO with draft of the proposal narrative and estimated costs. See proposal full process and timeline under IPO website, “Faculty”, “Planning a Course Abroad”. Throughout the program planning phase, IPO will answer questions, make suggestions, and upon proposal completion will submit with signed “Faculty-Led Study Abroad Final Proposal Approval” to the International Advisory Council for review and recommendation to the Provost.