

FACULTY-LED STUDY ABROAD PROGRAM PROPOSAL APPLICATION

Complete all sections of the Faculty-Led Study Abroad Program Application and obtain all required signature before submitting. This information will be used to request and obtain approval from Florida Atlantic University for your study abroad program and course offering(s). This information will also be used for promotional purposes once the p

Proposal Submission: Contact Madison McShane at mmcshane@fau.edu for your unique submission link.

I.

III. SAFETY & SECURITY DESIGNEE

The Primary Faculty Leader will also serve as the Safety & Security Designee. This individual's role will include the following responsibilities before and during travel:

- x Host mandatory program specific pre-departure meeting at least 2 weeks prior to program start date.
- x Arrange in-country orientation within 24 hours of official program start date.
- x Determine and communicate meeting points and onsite emergency contacts to students.
- x Be accessible 24/7 to Education Abroad & student travelers to support and respond to both real and perceived emergencies abroad.
- x Ensure incident reports are submitted to Education Abroad.
- x Attend mandatory Leader Safety & Security Training coordinated by Education Abroad prior to travel.

IV. COURSEWORK

List the course(s) you intend to offer on this study abroad program. If language course(s) will be offered, please indicate the levels. A course description must be included for each course to demonstrate how travel itinerary corresponds with course content. Course descriptions may also be used for program marketing purposes. If the proposal is approved, a syllabus for each course offering will be required.

IMPORTANT REGISTRATION INFORMATION

- x Program Instructors are responsible for working with their departments/colleges to add appropriate study abroad courses to the FAU schedule for the study abroad term if program is approved.
- x Study abroad courses should be listed with instructor or department permission only. Once the final study abroad student roster is confirmed, program instructors will be responsible for giving approved students course permission and ensuring all students are registered at least two weeks prior to program departure and/or FAU drop/add period (depending on what comes first).
- x All students are required to be registered in one or more of the approved program course

Course Prefix	Course Title	# of Credits	Required or Optional?	Instructor
Course Description				

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List additional requirements for the program or course offerings such as GPA, pre-requisites, or academic major/minor:

Will your study abroad course(s) require any class meetings or assignments before or after the in-country program dates? This does not refer to mandatory pre-departure meeting. Yes No

In-person class & campus: _____ Online: _____ Tentative dates: _____

V. VENDOR INFORMATION

Title: _____ Email: _____

Campus Phone: _____ Cell Phone: _____

College: _____ Department: _____

I acknowledge that I have read and agree to the above information regarding Faculty-Led Study Abroad:

Faculty Co-Leader Name: _____ **Date:** _____

Signature: _____

Title: _____ Email: _____

Campus Phone: _____ Cell Phone: _____

College: _____ Department: _____

x Ensuring academic integrity of faculty-led program coursework and travel itinerary.

DEPARTMENT CHAIR SIGNATURE(S)

I acknowledge that I have read and agree to the above information regarding Faculty-Led Study Abroad:

Department Chair Name: _____ Date: _____

Department Chair Signature: _____

Department Chair Name: _____ Date: _____

Department Chair Signature: _____

DEAN SIGNATURE(S)

I acknowledge that I have read and agree to the above information regarding Faculty-Led Study Abroad:

Dean of College Name: