



NORTH CAROLINA A&T STATE UNIVERSITY

FACULTY/STAFF-LED STUDY ABROAD PROGRAM PROPOSAL APPLICATION

Appendix C to University Policy 312, International Travel

Faculty-Led Study Abroad Program Proposal Application Guidelines

The purpose of faculty/staff-led study abroad programs is to provide students with short-term global experiences that may be less expensive and less commitment than a summer, semester, or year-long study abroad experience. The faculty/staff-led study abroad experiences are also designed to provide students with support for navigating a foreign country. Moreover, faculty/staff-led study abroad programs provide career benefits to students as well-designed programs enhance critical thinking, diversity in thought, and international growth. Global experiences positively impact students’ lives through educational and career-building opportunities, increase students’ self-awareness and introspection, as well as support them in broadening their perspective on global issues. The University also benefits from the faculty/staff-led study abroad programs because of the collaborations and partnerships made abroad, boost the host country community, internationalization of the campus, and increase the retention of both faculty and students.

Thank you for your interest in leading a summer, fall, spring, or short-term Faculty/Staff-Led Study Abroad program and for your efforts towards greater internationalization of North Carolina Agricultural & Technical State University (“NC A&T”). All Faculty/Staff-Led, credit or non-credit-bearing programs involving NC A&T students abroad must be approved by the Office of International Affairs (OIA).

New applications (Proposal Packet) for Faculty/Staff Led Study Abroad Programs must be submitted to the Office of International Affairs at least 365 days before travel for Faculty/Staff-Led Study Abroad Programs to request application and travel approval to engage in the international travel program.

Renewals of Faculty/Staff Led Study Abroad Programs without immediate available funding should be submitted at least 180 days (about 6 months) before travel for Faculty/Staff-Led Study Abroad Programs to request application and travel approval to engage in the international travel program.

New Application Deadline
Last business day of September: Fall Break/December
Last business day of February: Spring Break
Last business day of April: May/Summer

Renewal Application Deadline
First Day of May: Fall/Break/December
First business day of September: Spring Break
First business day of November: May Summer

Faculty/staff members proposing programs should review the guidelines provided and meet with the Office of International Affairs for guidance before submitting a proposal. A complete Faculty/Staff-Led Study Abroad Program Proposal consists of the six items listed below and should be submitted in the study abroad portal.

(1) Faculty/Staff-Led Study Abroad Program Budget Form

- Include a realistic, itemized, and detailed budget for the program's timeframe. Discuss how the program budget will support the need for a course within the departmental budget.
- State whether you are using a third-party Educational Tour Provider (i.e., EF College Study Tours, World strides, CIEE, AIFS, etc.) or not, and the payment and cancellation plan associated with the provider. Include a flyer showing the cost of the program per participant with a list of what is included.
- State the minimum number of participants needed to cover the travel costs for the faculty leader(s).

(2) Clear, detailed, and realistic daily itinerary

Provide a detailed daily itinerary that includes excursions, site visits, other activities, and opportunities for “free time.” Label as “Draft Itinerary.”

(3) Syllabi of course(s) affiliated with the program

- Provide a drafted syllabus that meets the University’s guidelines.
- Include learning objectives, outcomes, and sources for achieving those outcomes on the syllabus.

(4) Program Design Statement that addresses the following:

- Rationale for chosen location and how this supports the program and course objectives;
- How the program will immerse students in culture and language;
- Discuss the recruitment plan for the program;
- Pre-departure and in-country preparation plan for students;
- Housing arrangements for participants and leaders (homestays must be approved by OIA before departure);
- Summary of faculty/staff expertise and experience relevant to the program (e.g. the faculty member’s teaching and/or research area of expertise; whether the faculty/staff leader(s) has/have any previous experience in planning/leading study abroad programs; if so, the faculty/staff member’s success rate in terms of recruiting, program excellence, and in-country support and student evaluations (if available); if not, what the faculty/staff will do to ensure program excellence);
- Explain the role of faculty/staff leaders for the program, including the support for the program cost; role and responsibilities of the program leader and instructor of record); role of the co-leader, if applicable; and participants’ expectations;
- Give an overview of program dates and explain why those dates were chosen.
 - Select program dates that minimize the impact of absences and avoid program dates that conflict with class schedules.
 - Include in your response the number of class days missed and what, if any, provisions have been made to compensate for the absences.

(5) Preliminary Safety Assessment

- Complete the travel registry.
- Download the app for travel alerts.
- Check the safety assessment for your program at www.travel.state.gov. If the country you are traveling to has a Level 4 alert, you may consider changing the country

location of your program or applying for an exception to the Vice Provost for Undergraduate Education.

- (6) **Letter of Support from the department chair/supervisor.** The Faculty/Staff-Led program leader must submit a letter of support from their immediate supervisor stating if any departmental financial support is expected and will be provided along with how the program supports the goals of the Department/Unit.

The Office of International Affairs (Levels 1, 2, and 3 travel) and Vice Provost for Undergraduate Education (Level 4 travel) will review and communicate the decision of the Faculty/Staff Led Study Abroad Program Application within 30 business days.

In reviewing global experience proposals, the Office of International Affairs may consider additional criteria (e.g., whether the program has broad interest; whether other programs are offered during the same time in the same location; and whether these programs combine to maximize the recruitment of students so both programs will be able to travel).

Again, thank you for your interest in leading a Faculty/Staff-Led Study Abroad program.

Please submit the completed proposal with all attachments by the required deadline to:

The Office of International Affairs
Room 213
Academic Classroom Building
Email: oja@ncat.edu
(336) 334-7551



**Faculty/Staff-Led Study Abroad Program Proposal Review
Form**

Program Name:

Faculty Leader:

Co-Leader(s):

Program Dates:

Program Location(s):

Estimated number of student participants:

Logistic Provider:

NOTES:

Reviewed by: _____
Date: _____ Immediate Supervisor

Reviewed by: _____ Date: _____
Office of International Affairs

The Office of the Provost has reviewed this proposal for a faculty/staff-led study abroad or global experience program and the following action was decided:

___ Program concept approved, and travel planning may begin. Leaders can begin marketing and recruiting students, finalizing programming, and arranging up-front payments.

___ Program concept is approved, but needs modifications (see attached notes) for travel to be pre-approved.

___ Not approved

*Program modifications should be made within 30 days and the proposal should be resubmitted to the Office of International Affairs for review and processing.