



OFFICE OF
INTERNATIONAL
SERVICES

Development Guide
For a Faculty-Led Study Abroad Program

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I. PLANNING OVERVIEW

The Faculty-led Study Abroad process consists of five main phases:

A. Proposal Development

B. Approval Process

1. Consult early with the Programs Abroad Coordinator in the development of your proposal.
2. Submit the completed proposal with the signed approval of your department chair to OIS for review by the Programs Abroad Committee **ten months in advance** of your program start date. The entire proposal will need the approval of your College Dean or Dean of the Graduate School.

C. Post – Approval

1. Advertising your program
2. Recruiting Students
3. Pre-departure meeting with participants

D. Departure and Program

E. Reentry (after you return to UALR)

1. Student Evaluations returned to OIS
2. Program Assessment with Program Abroad Coordinator within one month of program's conclusion.

II. GETTING STARTED: GUIDE FOR PROPOSAL WRITING

The following guidelines will help you create a study abroad program that works best for you and for UALR students. If you have any questions about the information below, please contact Aimee Jones (amjones5@ualr.edu) in the Office of International Services (OIS) at (501) 683-7566. When designing your program and its itinerary, please keep in mind that UALR Study Abroad Programs are academic, and that you need to allow for enough "class" / "discussion" time in your schedule. Discuss your plans early with OIS, your colleagues and prospective students. Also take the time to review travel brochures and other materials from your host country and university. Search other universities' websites for their international opportunities, and review their programs abroad. Also, please remember to secure approval from your department chair, college dean and your host institution. OIS can assist you in developing your proposal and budget, as well as supply you with the specific information you need to make your final choice of itinerary and time.

A. PLANNING YOUR PROGRAM

1. RATIONALE

- What is the rationale for the program – what academic need does it fill?
- What will students gain from the program (measureable outcomes)?
- How will the program compete with other UALR offerings? How many credits will be offered?

2. IDENTIFY YOUR NEEDS AND THOSE OF YOUR STUDENTS

- Who will your travelers be?
- Is there identifiable student interest in the program? If not, can you create demand for the course offered in the program?
- Is there a minimum GPA requirement? Are there prerequisite courses?
- Is proficiency in another language required? If yes, will this limit student access?
- What is the estimated enrollment in the program?
- Is there sufficient lead time to develop and recruit for the program (generally 1 year)?
- Will any of your students need any special arrangements? (health/dietary/disability)
- Is there a time of the year in which your students are more available for traveling?
- What plans are there for publicizing the program and recruiting students?
- Describe the sightseeing and excursions you are planning that will complement the academic program.

3. LOCATION AND SPONSORSHIP

- What countries/cities do you plan to visit, and why? Have you checked the US State Department website list for safety clearance?
- Will students need a visa to enter the country?

- What academic institution abroad may serve as host or partner? (Please supply on-site contact information)
- What are the proposed program facilities?
- Additional Consideration: program related travel, local economy, safety.
- Have you discussed the proposal with your chair and colleagues?
- What plan is there for collaborating with other departmental members, other departments, other colleges?

4. DECIDE ON...

- Your departure and arrival gateways
- Approximate dates
- What support services are available abroad? Will there be a US faculty director on-site? If not, is there an office or personnel overseas who will address students' logistical, academic, personal, medical and emergency concerns?

5. FINANCIAL INFORMATION AND DEVELOPING A BUDGET

- Most program costs typically include:
 - Airfare from Little Rock Airport
 - Ground Transportation in the destination country
 - International Medical Insurance
 - Lodging and some meals
 - Entrance fees for museums, plays, and other planned activities
 - UALR tuition and fees*
- Program costs typically do not include:
 - Personal expenses and travel
 - Passport and visa fees**
 - International Student ID card (ISIC)***

*The student's financial aid may be applied to cover Study Abroad in many situations depending on the travel time. Check with Financial Aid Office.

**Students can obtain an application form online at <http://trave.state.gov/passport/>.

***The ISIC card will get your students discounts on travel, hostels, museums, concerts and plays. It also provides travel and baggage insurance, as well as some basic medical and emergency evacuation insurance if the student gets ill and need to come home. You can pick up a pamphlet with more information from the Office of International Services. To apply, the student needs proof of full-time student status (UALR student ID), a fee (\$30), and a current passport-sized photo. For more information about the ISIC card, visit the following website: www.myisic.com.

6. DEVELOPING A PAYMENT SCHEDULE FOR YOUR PARTICIPANTS

- Establishing a rigorous payment schedule based on installments facilitates planning for the travel logistics, and helps students meet payment deadlines. When designing a brochure, follow the pay schedule guidelines given below.

- If airfare is included, first payment should be sufficient to cover airfare
 - Approximately 2 months before departure half of remaining balance
 - One month before departure, balance is due – emphasizing the policy is “no pay, no go.”
- Methods of Payment
 - Cash, major credit cards (Visa or MasterCard)
 - Checks – Payable to UALR Office of International Services: Programs Abroad

B. SAMPLE PRE-TRIP TIMELINE FOR SUMMER PROGRAM STUDENT MEETINGS

Date	Topic	Activity/Discussion
October 13	First Informational/Interest Meeting	Collect names and email addresses of interested students (Program Leader)
December 8	Second Informational Meeting	Application and Deposit Deadline Announced – Discuss next steps for students
February 1	First Payment Due	
March 1	Second Payment Due	
By March 30	Passports and vaccinations	Apply & receive passports and complete all vaccinations
April 1	Final Payment Due	
April 4		First Orientation Meeting
April 11		Second Orientation Meeting
April 18		Class Discussions
April 25		Class Discussions
May 8	Pre-Departure Meeting	
May 10	Departure	
May 11 – 21	Program Begins	See daily list of activities
May 21	Return to U.S.	
May 26	Re-Entry Orientation	
June 21		Program Assessment turned into Coordinator
TBA	Post-Program Activity	

III. PROGRAM DATES AND ITINERARY

A. PROGRAM ITINERAY AND CONTACT INFORMATION

(Below are examples of final daily itinerary and emergency contact information to be submitted 3 weeks prior to departure. The information below is split between two documents. You can merge both types of information on one single document if preferred. Please remember to write the airline reservation confirmation number or “locator” code when submitting flight information).

Sample Itinerary
MAY 10-21, 2010
DAILY SCHEDULE

Tuesday, May 10
Morning: Depart Little Rock for Airport
Early Afternoon: Depart Airport for host country
Wednesday, May 11
Late Afternoon: Arrive in host city and transfer to campus housing at the host institution. Transportation will be arranged and provide by the host institution
Evening: Dinner together. Orientation to host country by Program Leader and host Institution Faculty Member
Thursday, May 12
Morning: Presentation/Lecture
Afternoon: Site Visit:
Friday, May 13
All Day: Visit to local sites
Late Afternoon: Round-Table Discussion: Reflection upon what they have learned during site visits
Saturday, May 14
Morning: Presentation/Lecture
Afternoon: Site Visit/Community Volunteer Activity
Sunday, May 15
Morning: Depart university for Rail trip to new city
Afternoon: Arrive in new city. Hired bus will transport students to hotel
Evening: Orientation to new city. Dinner together
Monday, May 16
Morning: Presentation/Lecture – Conference room of hotel
Afternoon: Site Visit:
Tuesday, May 17
All Day: Visit to local sites
Late Afternoon: Depart for new city via rail station
Evening: Arrive at new city transfer to campus housing at the host institution. Transportation will be arranged and provide by the host institution.
Wednesday, May 18
Morning: Orientation to host institution. Presentation/Lecture
Afternoon: Site Visit
Thursday, May 19

All Day: Visit local sites
Friday, May 20
Afternoon: Round Table Discussion and Reflections
Evening: Dinner together/Social
Saturday, May 21
Morning: Depart for host country airport

**Sample Contact and Flight Information
May 10 – May 21, 2010**

Tuesday, May 10
AIRLINE CONFIRMATION NUMBER: GXWT8M
01:35 P.M.: Depart Little Rock for host country (US Airway 2236)
Wednesday, May 11
03:05 P.M.: Arrive in host country
Cellphones: ##-##-###-#### (participants) ##-##-###-#### (program leader)
Main Contacts: Ms. Smith, Strategic Partnership Coordinator Host Institution Phone: Cell:
Transportation: Mr. Smith, Transportation Coordinator Host Institution Phone: Cell:
Sunday, May 15th
10:00 A.M.: Blank Train Station: Train Departs for new city (CONFIRMATION NUMBER: XYS3F)
01:45 P.M.: Arrival at Blank Train Station
Hotel: Blank Inn Address: Phone:
Transportation: Mr. Jones, Transportation Coordinator, Blank Tour Company Host Institution Phone: Cell:
Saturday, May 21
06:00 A.M.: Depart for Host Country for Washington, DC (US Airways 2589)
02:00 P.M.: Arrive in Washington, D.C.
04:00 P.M.: Depart Washington, DC for Little Rock (US Airways 1245)
6:26 P.M.: Arrive in Little Rock

IV. PROGRAM BUDGET

A. Sample Budget: Budget is to be based on minimum target enrollment of 10 students.

UNIVERSITY OF ARKANSAS AT LITTLE ROCK Office of International Services Budget	Program Name: Sample		
	<i>Minimum:</i>	<i>Maximum:</i>	<i>Optimum:</i>
Student Target Enrollments	10	15	12
Budget items:	Cost	Cost per student**	Explanation
I. Transportation to Destination			
1.1 Program Leader transportation – Air**	1,100.00	110.00	<i>Divided by 10 students (min)</i>
1.2 Associate transportation – Air**			
1.3 Student transportation – Air		1100.00	
II. In-country Transportation			
2.1 Program Group Transportation - Bus			
2.2 Program Group Transportation – Rail		100.00	
2.4 Program Leader Transportation **	130.00	13.00	<i>Divided by 10 students (min)</i>
2.5 Other (please specify): Hired Tour Bus		30.00	
III. Lodging			
3.1 Program Director – lodging**	400.00	40.00	<i>Divided by 10 students (min)</i>
3.2 Program Associate – lodging**			
3.3 Student – lodging (4 day @ \$300 and 1 day at \$45)		345.00	
IV. Meals			
4.1 Program Leader – meals or per diem** (<i>\$30.00/day at 6 days</i>)	180.00	18.00	<i>Divided by 10 students (min)</i>
4.2 Program Associate – meals or per diem**			
4.3 Student meals (<i>\$10/day – dinner only – 6 days</i>)		60.00	
V. Insurance			
5.1 Program Leader – insurance**	50.00	5.00	<i>Divided by 10 students (min)</i>
5.2 Associate- insurance**			
5.3 Student – insurance*		25.00	
VI. Rentals			

6.1 Equipment rental**			
6.2 Classroom Rental			
VII. Academic/Cultural Support			
7.1 Guest lectures**			
7.2 Events – Tickets/Admissions** (Site visit: fee \$18x 11people)	198.00	19.80	Divided by 10 students (min)
7.3 Textbooks			
7.4 Guides			
VIII. Fees			
8.1 Administration Fee		50.00	
8.2 International Student ID Card – ISIC (\$30.)*		30.00	
IX. Other			
9.1 Publicity**	50.00	5.00	Divided by 10 students (min)
9.2 Telephone/fax./cell phone/postage/copies**	60.00	6.00	Divided by 10 students (min)
9.3 Contingency Fund (10% currency fluctuation)**		195.68	
TOTAL PROGRAM COST THROUGH OIS:		2152.48	
X. Other items, Not to be invoiced by OIS			
10.1 Undergraduate tuition* (<i>\$235.50/credit hour x 3</i>)		706.50	
10.2 Spending Money* (estimate) (<i>\$10/day x 6 days</i>)		60.00	
10.3 Food (2 meals/day)* (<i>Cost: Lunch \$7.50 + Breakfast \$5)x 6 days</i>)		75.00	
10.4 Passport/Visa Cost*		140.00	
10.5 Health-Wellness check			
10.6 Other			
TOTAL PROGRAM COST PER STUDENT:		\$3133.98	

*Rates are subject to change

**Please divide overhead like programs leaders' expenses or general group expenses by the minimum target student enrollment.

When developing your budget, please be mindful of the following:

- The goal in developing the program budget is to determine the program cost per student
- The budget is developed based on the MINIMUM target number of students recruited
- The expenses of the program leader and a possible associate are divided by the MINIMUM target number of students to be recruited
- Ground transportation and other program related fixed costs are divided by the MINIMUM target number of students to be recruited.

V. PROGRAM DESCRIPTION AND OTHER PROMOTIONAL MATERIALS

A. PROGRAM DESCRIPTION FOR OIS WEBSITE

The OIS website is a great venue to promote your program online and to provide much more detailed academic and programmatic information. Please keep in mind that this information will be accessible to and read by parents and loved ones. We will be happy to include your digital pictures from past programs on the website as long as we have received permission from your past program participants to post their photo online.

Thank you for using the following format when providing the program information to be posted online.

- Country (ies) to be visited – Program Title
- Detailed program description
 - Academic and travel components
 - Required class meeting times outside of the travel dates
 - Official beginning and end of the program in terms of time and location
- Courses linked to the program and credit hours (mention course prerequisites if any)
- Program dates (tentative dates if not set)
- Program cost (do not include tuition but mention that tuition will be due in addition to the program cost)
- Program website (if you have one)
- Program leader(s) contact information (name/phone/email)

SAMPLE WEBSITE DESCRIPTION

United Kingdom – Theatre in England, Past, and Present

In this 3-week program, we will study medieval, Renaissance, and contemporary British Theatre and culture. We will attend several theatre productions, visit museums, castles, theatres, and other cultural sites, and participate in a workshop on speaking Shakespearean text at Shakespeare's Globe Theatre and a workshop on new play development at the Royal Court Theatre [etc...]. Students will also have opportunities to perform scenes from medieval and Renaissance plays in historic palaces and halls. The program fulfills a general elective course and/or one theatre major/minor elective. Must be available to meet between 5:00-6:00pm on Mondays during Spring semester 2010.

Program Courses: THR 3531-145 (3 credit hours)
 THR 3730-145 (3 credit hours)

Program Dates: May 10-30, 2010

Program Cost: \$3690.00 (Tuition not included)

Program Website: www.ualr.edu/~theatre/studyabroad/samplewebpage.htm

For more information, please contact:

Dr. Smith Phone: Email:

B. OTHER PROMOTIONAL MATERIALS

Please make sure that all other promotional materials (poster, brochures, websites) also include:

- Payment Schedule: installment amounts and due dates
- Additional costs related to the program: tuition, spending money, passport/visa, etc...

<p>Disclaimer to be included on all promotional materials: <i>UALR reserves the right to cancel or alter the program format or to change the costs in case of conditions beyond the university's control.</i></p>
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