FACULTY-LED PROPOSAL FORM

Thank you for your interest in leading a UALR Study Abroad program. Study Abroad applauds your desire to offer high‐quality, academically‐based study abroad programs that meet the needs to our students.

The Program Director is responsible for completing and submitting the Faculty‐led Proposal and its accompanying documentation. No proposals will be considered complete until all required documentation has been submitted to Study Abroad, including 1) the Faculty‐led Proposal Form; 2) program budget spread sheet; 3) course syllabus; 4) an emergency contingency plan should the program leader become incapacitated before or during the trip; 5) the sponsoring Department Chair and College Dean signatures.

You may submit your proposal electronically to studyabroad@ualr.edu .

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| **1. General Information** | | | | | | |
| Is this a new program proposal?             Yes                          No | | | | Official Program Name: | | |
| **Personnel** | | | | | | |
| Program Director | | | | Program Associate (if applicable) | | |
| Names | Last: | First: | | Last: | | First: |
| Unit | Department: | College: | | Department: | | College: |
| Phone | Office: | Mobile: | | Office: | | Mobile: |
| Email |  | | |  | | |
| Office |  | | |  | | |
| **Proposed Destination(s)** | | | | | | |
| Country / Countries: | | | | City / Cities: | | |
| Program Duration: | | | Approximate dates: | | Program Term: | |

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| **2. Personnel Qualifications** |
| **Program Director Qualifications** |
| Describe your personal international travel experience in general, and your international travel and teaching experience with student groups in the proposed host country. |
| Describe your travel experience in the proposed program location(s).    If you have not traveled to the proposed host country, how do you plan to acquire information to prepare the course material and ensure safety in the foreign country? |
| **Program Associate Qualifications (if applicable)** |
| Describe the Program Associate’s international travel experience in general and his or her international travel and teaching experience with student groups in the proposed host country. |
| Describe the Program Associate’s role in accompanying you and the student group. |

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| **Local Arrangements Coordinator and/or Vendor Qualifications** |
| Describe the qualifications of local arrangements coordinator and/or vendor that you plan to develop the program with. |
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| **3. Course Information** | | | |
| Do you plan to directly enroll students at a foreign host institution on site?                      Yes\_\_\_\_\_             No\_\_\_\_\_  If yes, provide name of the host institution(s):    If yes, does the host institution have an agreement with UALR?                                           Yes\_\_\_\_\_             No\_\_\_\_\_ | | | |
| Do you plan to collaborate with a foreign host institution in any other capacity?              Yes\_\_\_\_\_             No\_\_\_\_\_  If yes, provide name of the host institution(s):    If yes, does the host institution have an agreement with UALR?                                           Yes\_\_\_\_\_             No\_\_\_\_\_  If yes, describe your plans for collaborating with the host institution(s): | | | |
| Will you use a vendor or company to facilitate in‐country logistics?            Yes\_\_\_\_\_             No\_\_\_\_\_  Study Abroad can connect you with one of our vetted program providers.  If yes, provide name of company:  *Please note that all contracts with vendors need to be reviewed, signed, and approved by the University.* | | | |
| **Proposed Courses** | | | |
| U/G\* Course Title  \*Specify **U** for Undergraduate course or **G** for Graduate course¹ | Course Number | Credit Hours | Instructor(s) |
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| ¹ You must develop a full course syllabus for the proposed course as a study abroad program and submit it with this proposal form. If you are not planning to offer a graduate‐level course but later decide to allow graduate students to participate for graduate‐level credit, you will need to submit the graduate syllabus (along with the undergraduate course syllabus) to the Dean of the Graduate School and obtain approval prior to accepting graduate student applications. | | | |
| Does the program have course prerequisites?                                                                             Yes\_\_\_\_\_             No\_\_\_\_\_  If yes, list the course prerequisites:  Does the program require foreign language proficiency?                                                          Yes\_\_\_\_\_             No\_\_\_\_\_  If yes, what language?    If no, describe how students will handle basic language needs in country: *(e.g. a brief language course at the beginning of the program; the primary language in the country is English; a guide/logistical support will accompany the group to facilitate communication; faculty proficiency in the foreign language.)* | | | |

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| Does the program include any of the following components?  Research                                                                                                                                              Yes\_\_\_\_\_              No\_\_\_\_\_  If yes, describe:    Community Service                                                                                                                            Yes\_\_\_\_\_              No\_\_\_\_\_  If yes, describe:    Service Learning                                                                                                                                 Yes\_\_\_\_\_              No\_\_\_\_\_  If yes, describe: |
| Student evaluation of the program is mandatory. Program leaders can choose to use the program evaluations provided by Study Abroad or choose to create their own program‐specific evaluation. Evaluation forms created by program leaders should be submitted to Study Abroad 6 weeks prior to departure for review and approval. Indicate the preferred evaluation option below.  Use evaluation provided by Study Abroad                                                         Create a new, program specific evaluation |

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| **4. Program Description** |
| Provide a brief description of the program. Include academic goals, objectives, relation to site, and your personal reasons for directing the program. Also explain the course content and the rationale for linking course content to the site abroad. |

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| **5.    Program Itinerary and Details** |
| **Program Itinerary** |
| Provide an overview of your proposed itinerary.  *At least 3 weeks prior to departure, you must submit a daily itinerary to Study Abroad.* |
| **Travel Details** |
| Will participants need visas and/or any other documentation other than a passport for the program location’s entry and exit requirements?                                                                                                                                                                              Yes\_\_\_\_\_             No\_\_\_\_\_  If yes, list the documents needed as well as your plan to ensure that all participants have the required documents: |
| Travel to Program Location  Date of Departure:  Departure Airport:                                          Connection Airport:                                         Arrival Airport:  Travel from Program Location  Date of Return:  Departure Airport:                                          Connection Airport:                                         Arrival Airport: |

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| **Contact Information** |
| Describe your plan to maintain reliable communication with UALR while abroad:    Do you plan to carry a mobile phone while abroad?                           Yes\_\_\_\_\_             No\_\_\_\_\_  If yes and known, list the mobile phone number:      Do you plan to have access to reliable internet service?                    Yes\_\_\_\_\_             No\_\_\_\_\_ |

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| **6.    Program Viability** | | | | |
| Minimum # of Students: | Optimum # of Students: | Maximum # of Students: |  |  |
| **Housing Arrangements and Study Locations** | | | | |
| Hotels  List all hotel(s) you plan to stay at:    Student Residence Halls  List all universities affiliated with the residence halls:    Host Family Accommodations  List all universities affiliated with the host family accommodations:    Specify the host family selection criteria and who will make the arrangements: | | | | |
| **Classroom and Study Arrangements** | | | | |
| Please describe the proposed classroom and study arrangements. Include the location, pricing and facility description:  Does your program involve directly interacting with or collecting data about individuals for research purposes? Yes\_\_\_\_          No\_\_\_\_ Will you transport any UALR owned equipment (laptops, GPS, etc.) abroad or receive equipment from abroad?       Yes\_\_\_\_         No\_\_\_\_  Will you enter into a contract with a non‐US citizen/entity or provide technical data, technical assistance or  funds to a non‐U.S. individual/entity?                                                                                                                                       Yes\_\_\_\_           No\_\_\_ Will you require students to bring any items other than necessary personal items (e.g. personal laptop)?                    Yes\_\_\_\_           No\_\_\_  *All individuals traveling on behalf of the University are required to meet with the Research Compliance and Export Control Office prior to departure.* | | | | |

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| **Program Safety** |
| Have you checked the U.S. Department of State’s website section “International Travel” for security and safety concerns regarding the proposed destination(s) at the web address <http://travel>.state.gov?                                     Yes\_\_\_\_\_           No\_\_\_\_\_  Is any program location under a State Department issued Travel Warning?                          Yes\_\_\_\_\_           No\_\_\_\_\_  If yes, list the warning level that has been issued by the State Department:    *The Study Abroad Office does not support travel, research or study in countries that are under a Level 3 or 4 Travel Warning issued by the U.S. Department of State.*  Discuss potential safety concerns about the locations proposed for the program.    Discuss potential safety concerns regarding the housing arrangements and study locations.  Also discuss locations near the program site that are considered unsafe.  Are there any places where students will not be allowed to go? |
| **In Country Travel** |
| Arrival: When students arrive at the local or international airport, will they be transported as a group to the program site? If they travel independently, address how they will be able to locate the group.    Program Travel: List the transportation plans for all in‐country travel. Will students be using public transportation? How safe is the public transportation infrastructure? Will chartered buses be used, and how have you ensured high quality with regard to safety?  Driving: Indicate whether any individual affiliated with UALR is planning to drive while abroad. Where other options are available, UALR employees will not drive students in any vehicles while abroad. Also note that UALR students are not allowed to drive other students under any circumstance while abroad.    Road Travel: In some program sites, local travel conditions may warrant special consideration before planning to use in‐country road travel. Please consult the U.S. Department of State’s website for potential road travel safety issues at **http://travel.state.gov**. Should there be such concerns expressed by the U.S. Department of State, explain below how you plan to address these issues. |
| Health: Before addressing this section, we recommend that you visit the Centers for Disease Control and Prevention Travel website (www.cdc.gov/travel) and contact the UAMS Travel Clinic at (501) 686‐6565 for country specific information.  Specify immunization requirements, health concerns related to your program site(s) and how you plan to address them. It is important to distinguish medical requirements from medical recommendations and to communicate that difference to your students. It is also important to communicate that the cost for health preparation is not included in the program cost and is the participant’s responsibility.  Discuss potential concerns related to the safety of group meals, individual meals, clean water, etc.    Student Physical Ability: Is the program itinerary accessible for all students? Are there any specific fitness requirements participants need to meet for successfully completing the program? If so, what measures will be taken to ensure that the students meet those requirements?  Medical Facilities: Describe the types, location(s) and quality of medical facilities near your program site(s). Note that Study Abroad will assist in enrolling the program participants in Travel Health Insurance.    *UALR Health Services is able to meet with students 8‐12 weeks prior to departure to advise on traveler’s health and the need to understand vaccination recommendations for the program location. However, all Study Abroad students are required to seek clearance for participation from UALR Health Services.* |

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| **Emergency Action Plan** |
| In case of an emergency, where an individual is separated from the group, the group will meet at:  The nearest US Consulate is:  The local equivalent of “911” is:  The nearest police station is:  If a student is injured or attacked when they are not with the group, they should: |

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| **7.    Unofficial Travelers** | |
| All unofficial travelers must be affiliated with UALR, pay airfare, all costs for transportation, food, lodging or any other programming cost incurred. A spouse or dependent of the Program Director is considered an unofficial traveler affiliated with UALR. For any accompanying spouse and/or dependent(s), you must submit a description explaining the accompanying person(s) plan for travel in the host country. All unofficial travelers must sign an Assumption of Risk and Indemnity Agreement before being allowed to participate. | |
| Names of unofficial traveler(s): | Nature of affiliation with UALR: |
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| **8.      Promotional Material** |
| Please submit all promotional materials (poster, brochure, web ads, etc.) to Study Abroad for review and approval prior to distribution. All material should stress the academic nature of the program and include program dates. Be mindful of the legal ramifications of all the information you share. When in doubt, contact Study Abroad for guidance. All promotional material must include the following disclaimer: *The University of Arkansas at Little Rock reserves the right to cancel or alter the program format or to change the costs in case of conditions beyond the University’s control*.  Study Abroad Website**:** Please write a short blurb about your program to be advertised on the Study Abroad website. If you have photos from previous travel to the program location, please submit them to studyabroad@ualr.edu to be posted with your blurb. |

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| **9.     Accompanying Documentation** |
| **Program Budget** |
| Use the *Study Abroad Faculty‐led Budget Spreadsheet* to provide a comprehensive budget. The proposed program budget must be submitted along with this proposal form for your proposal to be considered complete. Please do not underestimate costs. |
| **Course Syllabus**  The proposed program syllabus must be submitted along with this proposal form for your proposal to be considered complete. |

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| **10.       Signatures for Approval** | |
| **Faculty Program Director** | |
| If the program proposal is approved, I agree to abide by the regulations and procedures of the Office of Study Abroad and UALR. | |
| Name of Program Director: |  |
| Signature of Program Leader: |  |
| Date: |  |
| **Department Chair** | |
| I have checked and approved the academic and personnel sections of this proposal as outlined in the proposal form.               Yes\_\_\_\_\_                No\_\_\_\_\_          Comments: | |
| Name of Department Chair: |  |
| Signature of Department Chair: |  |
| Date: |  |
| **College Dean** | |
| I have checked and approved the entire content of this proposal.                                    Yes\_\_\_\_\_                No\_\_\_\_\_ Comments: | |
| Name of College Dean: |  |
| Signature of College Dean: |  |
| Date: |  |
| **Dean of the Graduate School (If a graduate section is offered)** | |
| I have checked and approved the graduate academic content of this proposal.               Yes\_\_\_\_\_                 No\_\_\_\_\_ Comments: | |
| Name of the Dean: |  |
| Signature of the Dean: |  |
| Date: |  |
| **Study Abroad Director** | |
| I have checked and approved the entire content of this proposal.                                       Yes\_\_\_\_\_                No\_\_\_\_\_ Comments: | |
| Name of Director: |  |
| Signature of Director: |  |
| Date: |  |
| **Associate Vice Chancellor for Academic Affairs** | |
| I have checked and approved the entire content of this proposal.                                      Yes\_\_\_\_\_                No\_\_\_\_\_ Comments: | |
| Name of Associate VC: |  |
| Signature of Associate VC: |  |
| Date: |  |