

Office of Study Abroad Old Dominion University

Faculty-Led Study Abroad / Study Away Program Proposal Form

Please print this completed form and attach the materials listed below to it. Proposals **must** be signed by both the faculty member's Department Chair and Dean. Submit the proposal packet to the Office of Study Abroad (Dragas Hall 2006). An electronic copy of your proposal should be e-mailed at the same time to Steve Bell, Director, Office of Study Abroad, at sdbell@odu.edu.

The deadline for proposing an ODU Spring Break or Summer faculty-led study abroad / study away program is June 1 of the year proceeding the program.

A complete proposal packet consists of:

1. This form, signed by your Chair and Dean, including responses to the questions on page 2.
2. Course description(s) and syllabus/syllabi.
3. Sample program itinerary (see page 2, question #9 for details).

Name _____

Academic Title _____ Email _____

Department & Campus Address _____

Proposal Type: Spring Break Summer Proposed dates: _____

Proposed Program Location(s) _____

Title and Number of Proposed Course(s) *[Please list all courses to be offered as part of this program.]*

Suggested departments for cross-listing course(s) (*not required*) _____

Course prerequisites (should match on-campus requirements, unless prior department permission)

For repeat programs only: In which year(s) has this program been offered? _____

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Faculty-led Study Abroad / Study Away Program Proposal Details (Faculty proposing repeat programs should skip to #10.)

1. Please explain your rationale for choosing the course(s) and the proposed location(s). How do you expect the location(s) to enhance your teaching and student learning? What are your academic and program goals?
2. Please describe two or more possible program activities (excursions, field trips, visits, etc.) and their connection to the academic focus of the course(s). (For a Physical Therapy focused program, examples may include visits to burn and physical rehabilitation hospitals/clinics to observe and learn about rehabilitation techniques utilized at those sites.)
3. What is your experience in the proposed location(s)? When was the last time you visited this location, and for how long? Please comment on the nature of your contacts at the location(s) that may be useful in developing/partnering with this proposed program.
4. Which student population(s) are you targeting and why will this program appeal to them?
5. What avenues are open to you through your department and college for reaching your target group(s)? Will the course(s) you propose satisfy a major, minor, or cluster (i.e. requirements) for them?
6. How does the proposed program fit departmental and college goals of providing and/or enhancing international and global learning experiences for students?
7. Please briefly outline your experience teaching the proposed course(s) or similar courses at ODU or abroad.
8. Have you had experience teaching U.S. students in a foreign setting, or other analogous teaching experience? If yes, please describe.
9. Please submit a syllabus and draft itinerary for the course(s) you are proposing. The itinerary should include dates or number of days in all locations, including tentative excursions. The itinerary may be incorporated into the structure of the syllabus, if preferred.
10. **For repeat programs only:** please describe any changes you intend to make to the structure or academic content of the program compared to prior years, if applicable.

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Faculty-Led Study Abroad Program Proposal Endorsements

A. Faculty member agreement

I understand that the faculty-led study abroad / study away program I am proposing will be canceled unless the required minimum number of students register for the program.

I agree to:

- a) actively recruit students to participate in the program during the semesters prior to the program;
- b) apply for, carry and, if necessary, use an ODU Personal Liability Credit Card;
- c) read, and carry out the responsibilities described in the "Responsibilities of Faculty and Staff Representing Old Dominion University on Study Abroad Programs";
- d) accompany students throughout the study abroad / study away experience, including during travel to/from Norfolk to the program location(s);
- e) attend training workshop(s) for program faculty leaders;
- f) encourage students to complete a course evaluation and a program evaluation. (I understand that these evaluations will be circulated to OSA staff and my Department Chair.);
- g) submit grades for all students at the end of the program, by the stipulated deadline;
- h) submit an evaluative report of the program within 30 days of program completion; and,
- i) submit all receipts (both itemized as well as summary credit and/or debit card receipts) and any remaining funds to the Office of Study Abroad within 3 days of my return to Norfolk.

Name of Faculty Member (please print): _____

Signature of Faculty Member: _____ Date: _____

B. Endorsement of Dean and Department Chair

For ODU faculty-led study abroad / study away programs, ODU faculty members are paid as if teaching an on-campus course.

The costs of program-related U.S. and/or international travel, health insurance, accommodations, per diem, cell phone usage, and other program activities for the faculty leader will be included in the study abroad / study away program fee paid by student participants.

Your signature below indicates that the Department/College endorses this study abroad / study away program proposal and agrees to fund all of the salary for this faculty member.

Department Chair (please print): _____

Signature of Department Chair: _____ Date: _____

Dean (please print): _____

Signature of Dean: _____ Date: _____