



Study Abroad Faculty-Led Proposal

Thank you for your interest in developing a Study Abroad Program with Alamo Colleges District. In most cases, the person who develops a Study Abroad program serves as its Faculty Leader. Leaders should have expertise in the field of study and preferably institutional contacts in the host country. In-country experience and proficiency in the language of the host country are strongly preferred.

Procedures and Approvals for Study Abroad Program Proposals

The following procedures are for academic programs conducted outside of the United States by Alamo Colleges District faculty for Alamo Colleges District students. The proposal packet consists of the following components:

- I. PROGRAM SUMMARY
- II. DEPARTMENT/COLLEGE APPROVAL
- III. OFFICE OF INTERNATIONAL PROGRAMS APPROVAL (OIP)

Proposal Checklist:

- ☐ Complete all sections of the application form.
- ☐ Review the Faculty Manual for more details of duties and responsibilities of a Faculty Leader. The Faculty Manual is found on the website at www.alamo.edu/studyabroad or your campus Faculty Fellow.
- ☐ Include a preliminary itinerary, including any planned courses, field experiences, and other activities during this course. This includes pre/post departure from the U.S.
- ☐ Include an abstract of the proposed course (200 words or less). The abstract will be used in the promotional flyer created for your program. Include a draft syllabus, tentative calendar of assignments for each proposed course that will be taught abroad and a Health, Safety, and Security Risk Plan.
- ☐ Include all campus signatures

Submit all pages of the completed proposal form with appropriate course syllabus and supporting materials to your Department Chair, Dean, Vice President of Academic Affairs, Vice President, of Student Success and President for approval.

Instructions: Submit all pages of the completed proposal form with appropriate course syllabus, and supporting materials to your Department Chair, Dean and Academic Vice President for approval. Once signed and approved, the proposal should be forwarded to the OIP, Alamo Colleges District, 201 W. Sheridan, Bldg. C. Room 7, San Antonio, TX 78204-1429.

Proposals are due **Friday, April 14, 2023**. For questions, you may contact Maria Rivera at mrivera@alamo.edu or 210-485-0084.

PROGRAM OVERVIEW

Faculty-Led Study Abroad Program

A Faculty-Led Study Abroad program is an academically rigorous study program organized by a minimum of two Alamo Colleges District faculty members who develop an integrated program abroad with current academic courses offered by the Alamo Colleges District. They allow faculty to develop discipline-specific curriculum focusing on globalizing curriculum through the integration of travel abroad, including home-stay opportunities, cultural experiences, and guest speakers. Programs are generally two-to-six weeks in length and maybe developed at any time during a given fiscal year. Programs developed in one college, must be made available to students at all other Alamo Colleges that meet the appropriate admission requirements.

Qualifications to be a faculty leader with the Alamo Colleges District

- It is preferred that faculty have experience with the destination country and proficiency in the language spoken in the destination country they are considering as the site for a study abroad program.
- Preferably, faculty leaders should have experience in leading student programs.
- Faculty must have a current contract with the Alamo Colleges District to teach in the field of study for the study abroad course.
- Faculty leaders should be full-time Alamo Colleges District employees.
- Adjunct Faculty may co-lead a program and should have a current contract with the Alamo Colleges District to teach in the field of study for the study abroad course.
- Faculty leaders should designate a co-leader who can assume the role of Faculty Leader in the event of extenuating circumstances.
- Faculty leaders should commit to their program of study for a minimum of two years.

Things to consider when writing a proposal:

When considering the viability of a potential course to be offered as a study abroad course, ask the following questions:

- Are the course student learning outcomes easily adaptable and applicable to the study abroad program or location?
- Is the course available for a large student population?
- Would there be an issue with students having to complete prerequisites before registering for the course?
- Is the course part of the core curriculum?

FACULTY LEADERS ROLE AND RESPONSIBILITY

The following are Alamo Colleges District **requirements** for faculty-led study abroad programs. Please be sure you understand and comply with the requirements below:

- Course design, including a tentative course outline, syllabus, budget and applicable college approval
- Collaboration with the OIP in all administrative arrangements:
 - Arranging on-site logistics
 - Developing official program budget and payment deadlines
 - Arranging course section, credits, and inclusion in formal course listings
 - Recruiting student participants
 - Screening student applications for course prerequisites and referring students to International Programs for formal application
- Actively Board approved to teach in the respective field of study
- Programs should be conducted within the dates of a single semester, either spring, fall, or summer session
- Have in-country experience and be proficiency in the host language is needed
- Attendance at a Faculty Leader Pre-departure Orientation Session
- Preparation of pre-departure class sessions for students
- Participation in orientation sessions for students
- Serve as manager for on-site First Response crisis
- Maintaining an Incident Log when necessary
- Reporting violation of Student Code of Conduct to OIP
- Submitting a post-program report including student evaluations
- Submitting grades on time according to college requirements

A detailed description of all responsibilities, including those listed above, and procedures can be found in the Faculty Manual for Study Abroad. All faculty leaders should carefully read this manual in preparation for creating a Study Abroad program.

A number of students will plan a second, long-term study abroad based upon the confidence, knowledge and skills they acquired during your short-term, faculty-led program. The OIP provides assistance to make your program a safe and rewarding experience for everyone.

OFFICE OF INTERNATIONAL PROGRAMS ROLE AND RESPONSIBILITY

The OIP will provide faculty leaders administrative support during the planning stages, promotion, pre-departure, and while abroad. The staff will also assist in:

- Program design and implementation
- Provide support for logistics
- Assist in promotion, print brochures; maintain web site
- Process applications
- Conduct pre-departure orientation sessions
- Assessing and communicating risk factors of program location and activities including travel warnings, health and safety risks, and responsibilities, and insurance issues
- Develop and administer a program budget
- Register all students who have paid program fee
- Administering post-program evaluations
- Availability 24/7 while abroad

FACULTY-LED STUDY ABROAD PROPOSAL FORM

PART I: PROGRAM SUMMARY

I. FACULTY LEADER INFORMATION

Faculty Leader	Employment Status
Faculty Leader Background Experience: (e.g., graduate hours completed, general experience abroad, site experience, personal contacts, etc.)	
College	Title of Program
Department	Semester offered/Year
Phone	Email

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II. ACADEMIC PROGRAM INFORMATION

PROGRAM TITLE:			
PROGRAM SITE:			
PROGRAM DATES:			
ESTIMATED GROUP SIZE:	10	Minimum Students	Maximum Students

Course 1 Name		Course Number:	Course Hours:
Course Pre-requisites if any		Course Number:	Course Hours:
Course 2 Name		Course Number:	Course Hours:
Course Pre-requisites if any		Course Number:	Course Hours:

Please provide us more details regarding your academic program requirements.

- 1) Would you like to add any eligibility requirements for this course in addition to the minimum college requirements for study abroad? If so, please describe. *(Note: College Dean, Academic Vice President, President and the OIP must approve additional requirements)*
- 2) Please provide a general statement explaining the rationale for proposing the course(s).
- 3) Please provide how the location will influence the educational experience for the student and learning outcome goals.
- 4) Please describe the student audience(s) for this program.

- 5) How will the program will be promoted? ‘
- 6) Are there any course requirements before departure and after returning to campus?
- 7) Required text and/or readings or additional materials:
- 8) How will you evaluate learning outcomes in this course (e.g., essays, journals, final examination, etc.)? Please be specific.
- 9) How many pre-departure class meetings will you require? List number of class meetings, dates, and times (if known).
- 10) How many post-trip class meetings will you require? List number of class meetings, dates, and times (if known).
- 11) Where will you meet as a class while at the program site? Do you need a meeting room or classroom?
- 12) What language will the program course(s) be taught? In English or in combination with a foreign language, please explain.

NOTE: Alamo Colleges District Study Abroad Program student eligibility requirements:

- Students need a 2.0 cumulative GPA and completed 12 academic credit hours (no remedial hours included)
- Course requirements are determined by the faculty leader based on academic content

III. ABSTRACT, SYLLABUS AND TENTATIVE CALENDAR OF ASSIGNMENTS

Please ATTACH an abstract of the proposed course (200 words or less). Please note the abstract will be used in the promotional flyer created for your program. Attach a course syllabus and tentative calendar of assignments.

IV. HEALTH, SAFETY, AND SECURITY RISK PLAN

In accordance under the U.S. Department of State Travel Warning, no support will be provided, or authorization given to students or faculty traveling to another country during level three or higher travel warnings. Please provide a location-specific health and safety plan while traveling with students. Answer the following questions in your plan.

1. Are there any travel alerts or warnings for the proposed location? Please refer to the U.S. Department of State, and the International SOS.
2. Are there any special safety conditions or health issues to be considered to the site of the proposed program? Please refer to the Center for Disease Control and Prevention for up to date country specific notifications.

V. TENTATIVE TRAVEL LOGISTICS

The OIP will provide faculty leaders administrative support during the planning, promotional, pre-departure, and while abroad stages. Provide a detailed description of the dates, cities, excursions, and additional activities you wish the program participants to visit. Based on the logistics, the OIP, in collaboration with faculty leaders, a program budget will be developed to include faculty leader(s) and students travel cost. The OIP may recommend the use of a third-party provider for services/deliverables in the foreign country. The OIP will work with faculty and third party provider to process a legal contract or agreement through the proper approval channels. Faculty leaders will not sign any contracts or agreements. **Please provide a tentative itinerary that includes the following information:**

1. What are the anticipated housing arrangements? Provide information about contacts or other detailed information including addresses (hotels, hostels, bed & breakfasts, university dorms, etc.).
2. What meals do you want to be included in the program costs? Group meals? Please be specific.
3. Do you need a guide and/or translator for all sites or for specific sites only?
4. How will you use guides and guest lecturers? Please be specific.
5. What methods of transportation do you plan to use between sites?
6. Are there other considerations for estimating costs for this program?

Attach a tentative itinerary

[illegible]

Each faculty will be responsible for teaching and assessing the student learning outcomes of their course. While on-site, all faculty leaders will share the student and program responsibilities and will be available 24/7 should an emergency arise.

PART II: DEPARTMENT/COLLEGE APPROVAL

The Alamo Colleges recognizes that directing a Study Abroad program places extraordinary demands on a faculty member. Please read and sign the following:

I have read and understood the duties and responsibilities of a Faculty Leader as outlined in the *Faculty Manual*. I agree to cooperate with the appropriate staff in the OIP regarding the development and management of this program once approved. I verify that I know of no academic, physical, or significant reason why I cannot successfully direct a study abroad program. Our department/college will commit the necessary administrative, financial and academic resources to support the program abroad.

FACULTY LEADER APPROVAL

NAME	SIGNATURE
DEPARTMENT/COLLEGE	DATE

The college is responsible for the study abroad program academic standards and it is at their discretion as to whether a Faculty Leader is to be paid a salary or stipend. All the faculty travel expenses related to leading the program and as stated in the proposal will be covered by the program fee. Once the program is approved, the Study Abroad Coordinator will work with the faculty to develop a program budget. I have read and understood the academic and financial responsibilities of the college.

Please describe how the Faculty Leader will be compensated to teach the course abroad.

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DEPARTMENT CHAIR APPROVAL

NAME	SIGNATURE
DEPARTMENT/COLLEGE	DATE

VICE PRESIDENT OF ACADEMIC SUCCESS APPROVAL

NAME	SIGNATURE
DEPARTMENT/COLLEGE	DATE

Students are informed during the Mandatory Risk Management Orientation that they must abide by the Alamo Colleges District Student Code of Conduct Policy and academic expectations, with the understanding that they can be discharged from program and sent home at any time. In the event any faculty leader encounters any student behavior issue, faculty are required to contact the OIP immediately. After full assessment of the incident, the OIP and faculty have the authority to send any student home if needed. The OIP will contact the college Vice President of Student Success with all incident reports. The program faculty leader(s) and Vice President of Student Success will handle the student behavior incident. At times, an incident report may require faculty to submit a SOBI report. I have read and understood the responsibilities of the college in the event of a student incident.

VICE PRESIDENT OF STUDENT SUCCESS APPROVAL

NAME	SIGNATURE
DEPARTMENT/COLLEGE	DATE

COLLEGE PRESIDENT APPROVAL

NAME	SIGNATURE
DEPARTMENT/COLLEGE	DATE

PART III: OFFICE OF INTERNATIONAL PROGRAMS APPROVAL

Reviewed and Approved by the International Programs Executive Director

Signature

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Date

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