

## Faculty-Led Proposal for Study Abroad

Thank you for your interest in developing a Study Abroad Program with the Alamo Colleges District. In most cases, the person who develops a Study Abroad Program serves as the Faculty Leader. All programs are required to have two faculty leaders. One faculty leader should have traveled to the proposed destination, and both should be approved to teach by Alamo Colleges District. In-country experience is a requirement and proficiency in the language of the host country is strongly preferred.

It is preferable that leaders have institutional contacts in the host country, although it is not a requirement. All programs will now be required to have a host institution or a vendor abroad to help facilitate the in-country logistics. The Office of International Programs (OIP) can provide you with information if we have a vendor or host institution approved to the location proposed. If we do not, our office will assist your proposed program in establishing a new agreement with a host institution or vendor.

### Procedures and Approvals for Study Abroad Programs

The proposal application consists of a **Program Summary, College Administration Approval, and the Office of International Programs Approval**. The following procedures are for academic programs conducted for all Alamo Colleges Study Abroad Programs.

#### 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](http://www.alamo.edu/studyabroad)
- Program summary should include:
  - Abstract of the proposed course (200 words or less). The abstract will be used in the promotional flyer created for your program
  - Preliminary itinerary that will infuse your course academics into your planned visits, field experiences, and other activities. This includes pre/post departure from the U.S.
  - Include academic course syllabus, a tentative calendar of assignments for each proposed course that will be taught abroad
  - Select 3 global competencies per course to be taught while abroad that will provide students with a digital badge and evidence of their experiences while abroad
  - A Health, Safety, and Security Risk Management Plan
  - Program budget (the OIP will provide)

**Instructions:** Submit all pages of the completed proposal form with appropriate course syllabus and supporting materials to your college administration for approval. Proposals should include each faculty campus signatures for Department Chair, Dean, Vice President of Academic Success, Vice President of Student Success, and College President. Incomplete proposals will not be submitted for review.

Once signed and approved, the proposal should be forwarded to the OIP, Alamo Colleges District, 2222 N. Alamo St. San Antonio, TX 78215. Proposals are due **Friday, May 30, 2025**. For questions, you may contact Maria Rivera at [mrivera@alamo.edu](mailto: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 cultural experiences, and guest speakers. Programs are generally two-to-four 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 ROLES AND RESPONSIBILITIES

The following are Alamo Colleges District **requirements** for faculty proposing to lead a study abroad program. Please be sure you understand and comply with the requirements below:

- Global Learning Workshop for Curriculum Internationalization attendance
- Global Learning Designated Course application approval (same as study abroad proposal)
- Course design, including a abstract, tentative course outline, in country travel itinerary, course syllabus, and budget
- Select three global learning competencies per course for your study abroad program. These competencies are associated with a digital badge that will provide students with tangible evidence of their experiences while abroad. The global learning competencies you choose will also help/guide you with shaping your study abroad curriculum. Whether it's a combination of self-awareness, communication, and curiosity, or diversity, openness, and responsibility, each competency offers unique opportunities for growth and development. Ultimately, the global learning competencies you choose will help in shaping the trajectory of your students' educational journey and impact their personal and professional lives long after they return home.
- Collaboration with the OIP in all administrative arrangements, in country logistics planning, program budget, and payment deadlines, recruiting student participants, participation in orientation sessions for students
- Schedule and arranging course section, credits, and inclusion in formal course listings
- Referring students to International Programs for formal application at [www.alamo.edu/studyabroad](http://www.alamo.edu/studyabroad)
- Actively Board approved to teach in the respective field of study course(s)
- 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 Risk Management Orientation Session
- Preparation of pre-departure class 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

## OFFICE OF INTERNATIONAL PROGRAMS ROLES AND RESPONSIBILITIES

The OIP will provide faculty leaders administrative support during the planning stages, promotion, pre-departure, risk management planning and emergency 24/7 availability while abroad. The staff will also assist in:

- Program design and implementation,
- Provide support for in country logistics
- Establish relationships with institutions abroad or with vendors
- Assist in promotion, print brochures; maintain web site
- Process applications, screening student applications for course prerequisites; and register all students who have paid program fees
- 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, administer and approve a program budget
- Process all Travel Authorizations based on the approved travel budget, US Travel Advisory levels
- Administering post-program evaluations
- Availability 24/7 while abroad
- Provide students with funding information and assist with application scholarship application processing
- Provide student academic advising
- Work with finance department for payment processing; set up on-line virtual business market

# FACULTY-LED STUDY ABROAD PROPOSAL FORM

## PART I: PROGRAM SUMMARY

### I. FACULTY LEADER INFORMATION

<b>Faculty Leader:</b>	<b>Employment Status:</b>
<b>Global Learning Workshop Date:</b>	<b>Date GLDC First Taught:</b>
<b>Global Learning Badge(s) associated with your GLDC approved course:</b>	
<b>Faculty Leader Background Experience:</b> (e.g., graduate hours completed, general experience abroad, site experience, personal contacts, etc.)	
<b>College:</b>	<b>Program Title:</b>
<b>Department:</b>	<b>Semester offered/Year:</b>
<b>Phone:</b>	<b>Email:</b>
<b>Faculty Co-Leader:</b>	<b>Employment Status:</b>
<b>Global Learning Workshop Date:</b>	<b>Date GLDC First Taught:</b>
<b>Global Learning Badge(s) associated with your GLDC approved course:</b>	
<b>Faculty Leader Background Experience:</b> (e.g., graduate hours completed, general experience abroad, site experience, personal contacts, etc.)	
<b>College:</b>	<b>Program Title:</b>
<b>Department:</b>	<b>Semester offered/Year:</b>
<b>Phone:</b>	<b>Email:</b>

## II. ACADEMIC PROGRAM INFORMATION

<b>PROGRAM TITLE:</b>			
<b>PROGRAM COUNTRY SITE:</b>			
<b>PROGRAM DATES:</b>			
<b>ESTIMATED GROUP SIZE:</b>		<b>10</b>	<b>Minimum Students</b> <span style="float: right;"><b>Maximum Students</b></span>
<b>Faculty Name:</b>			
<b>Course 1 Name</b>		<b>Course Number:</b>	<b>Course Hours:</b>
<b>Course Prerequisites if any</b>		<b>Course Number:</b>	<b>Course Hours:</b>
<p><b>Please select THREE additional Global Learning Competencies:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Contemporary Context</b> (knowledge of interconnections between local and global issues/events)</li> <li><input type="checkbox"/> <b>Self-Awareness</b> (understanding one's own and others cultural norms and expectations)</li> <li><input type="checkbox"/> <b>Frameworks</b> (understanding of global dynamics by continuous learning and reflection)</li> <li><input type="checkbox"/> <b>Communication</b> (collaborate with people from diverse cultures with understanding, respect, and Compassion)</li> <li><input type="checkbox"/> <b>Curiosity</b> (use global and cultural perspectives to problem solve)</li> <li><input type="checkbox"/> <b>Empathy</b> (adapt to intercultural social or work settings)</li> <li><input type="checkbox"/> <b>Diversity</b> (Ability to demonstrate respect for diverse perspectives, backgrounds, and identities.)</li> <li><input type="checkbox"/> <b>Social &amp; Personal Responsibility</b> (a sense of local and global social responsibility)</li> <li><input type="checkbox"/> <b>Openness</b> (open, appropriate, and effective intercultural interactions)</li> </ul>			
<b>Faculty Name:</b>			
<b>Course 2 Name</b>		<b>Course Number:</b>	<b>Course Hours:</b>
<b>Course Prerequisites if any</b>		<b>Course Number:</b>	<b>Course Hours:</b>
<p><b>Please select THREE additional Global Learning Competencies:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Contemporary Context</b> (knowledge of interconnections between local and global issues/events)</li> <li><input type="checkbox"/> <b>Self-Awareness</b> (understanding one's own and others cultural norms and expectations)</li> <li><input type="checkbox"/> <b>Frameworks</b> (understanding of global dynamics by continuous learning and reflection)</li> <li><input type="checkbox"/> <b>Communication</b> (collaborate with people from diverse cultures with understanding, respect, and compassion)</li> <li><input type="checkbox"/> <b>Curiosity</b> (use global and cultural perspectives to problem solve)</li> <li><input type="checkbox"/> <b>Empathy</b> (adapt to intercultural social or work settings)</li> <li><input type="checkbox"/> <b>Diversity</b> (Ability to demonstrate respect for diverse perspectives, backgrounds, and identities.)</li> <li><input type="checkbox"/> <b>Social &amp; Personal Responsibility</b> (a sense of local and global social responsibility)</li> <li><input type="checkbox"/> <b>Openness</b> (open, appropriate, and effective intercultural interactions)</li> </ul>			

**Please provide us with 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 studying 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 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-departures class meetings will you require? List number of class meetings, dates, and times (if known).
- 10) How many post-trips 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 attach and 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 at 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 will require the use of a third-party provider for services/deliverables in the foreign country. The OIP will work with faculty and third-party providers to process a legal contract or agreement through the proper approval channels such as legal and purchasing departments. 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?





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.

### 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

Date