**UNIVERSITY OF CENTRAL ARKANSAS**

**UCA Education Abroad Office**

**Faculty-Led and Language Immersion STSA Proposals**

A MESSAGE TO FACULTY:

Thank you for your interest in leading a short term study abroad program. Both the Office of Education Abroad and the Center for Global Learning and Engagement appreciate your thoughtful preparation. Our commitment to furthering international education and enabling students an opportunity for high impact learning is realized through your efforts.

The staff will assist you in the design and, if approved, marketing of the program. Please review and use the website resources provided in designing the study abroad program: <https://uca.edu/studyabroad/uca-faculty/>. *Please note that faculty participation and courses offered abroad must be approved by a faculty leader's chair and dean. International Engagement approves the overall study abroad program itinerary, location, and budget.*

Proposals will be reviewed and approved based on meeting the following established guidelines:

1. The safety and security of all participants are central to the planning and management of the experience. In approving itineraries for UCA faculty-led programs, the university relies on recommendations from the US Centers for Disease Control and Prevention for Travel Health Notices by country <https://wwwnc.cdc.gov/travel/notices/>.

The US State Department’s Travel Advisory system uses four levels to advise travelers about security concerns. Please consult [Travel Advisories](https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html) before submitting any proposal.

**UCA Study Abroad Travel Policy**

UCA students may not use UCA Study abroad scholarships or other university financial aid to travel or study in locations rated at LEVEL 4 DO NOT TRAVEL on the U.S. Department of State’s Travel Advisory website. Students traveling in areas or countries with Level 1 and Level 2 ratings should consult the website at <https://travel.state.gov/content/passports/en/alertswarnings.html> and heed all warnings while avoiding all Level 4 areas or locations that may exist in some countries.

All travel to locations or countries with a LEVEL 3 RECONSIDER TRAVEL advisory must be pre-approved by the Office of International Engagement Associate Vice-President, Legal Counsel, the Provost and Executive Vice President, and the President of the University of Central Arkansas.

2) Course outcomes are equivalent to the course that is offered on campus

3) Planned experiences and selected venues are consistent with the mission of the sponsoring department

4) The educational program is affordable and accessible to students.

**PROPOSAL TIMELINE & DEADLINES**

Please refer to <https://uca.edu/globalstudy/uca-faculty/> for updates regarding timelines and paperwork.

**Short Term Study Abroad Program**

**UNIVERSITY OF CENTRAL ARKANSAS**

**Faculty Leader Checklist**

This is not intended to list every responsibility of a faculty member, but this should help faculty understand the overview of what is involved in leading a program.

**Summer and Fall semester before summer program (once program is approved)**

* Promote and hold interest meetings and inform Study Abroad of time/date/location
* Ongoing promotion: Examples are class visits, email and social media campaigns to target majors/minors, communication with advisors, attending club meetings and asking former participants to speak/share about experience. Consider offering a parent meeting in the evening.
* Consider identifying students to apply for SURF grant (Sponsored Programs) or a Gilman government scholarship <https://www.gilmanscholarship.org/>
* Meet with students interested in the program as needed
* Work with the Office of Education Abroad to use a service provider or with a partner university. This is required except as approved by the Office of International Engagement.
* Work with Study Abroad to finalize budget before published online

**After Approved for Travel with Enrollment Goals Fulfilled (February)**

* Schedule orientation meetings with participants
* Partner with your department to register students for classes
* Discuss with Education Abroad and provider(s) final itinerary and details
* Complete Faculty Leader Health Form
* Review Student Health Form; meet with students for pre-planning if needed
* Submit Emergency plan specific to your program one month before departure
* Ongoing communication with the Study Abroad Office and with partner university, third party vendors, etc. for arrangements

**Prior to Departure**

* Attend mandatory Risk Management Training hosted by International Engagement and Study Abroad
* Submit updated program itinerary and emergency plans
* Set up international cell phone plan for time abroad (internet only is not an option)
* Review Faculty Leader Guide and Emergency Plan
* Share cell information with Study Abroad and all participants
* Collect cash advance if applicable

**During Travel**

* Monitor STEP (State Dept.) alerts
* Travel with important documents supplied by Study Abroad (passport copies, health forms, etc.)
* Upon arrival, notify Office of Study Abroad of safe arrival
* Remain on call to students 24/7
* Keep a log of all receipts
* Complete incident reports as needed
* Communicate with Office of Study Abroad for any concerns or emergencies while abroad

**Upon Return**

* Submit grades or transfer credit by Registrar’s deadline
* Complete TR 1 with signed copy to International Engagement for the Travel Office within one week of return
* Attend mandatory debrief with Office of Study Abroad
* Share photos from program for future advertising(Consider requiring students to submit their best photos as part of course)

On the Education Abroad website, each program has an overview including a section about the faculty leaders. Parents, as well as students, review this information to learn more about the program.

**Itinerary Breakdown**

Please include dates for **orientation** **meetings** the semester before departure if required for students. These are highly suggested.

Use a chart like the one shown here to explain your itinerary, detailing class meetings on campus (if planned) and abroad, transport, site visits and other time spent abroad. Also, please indicate the contact hours you will complete at each site and class meeting, adding additional rows if necessary.

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| --- | --- | --- | --- | --- | --- |
| **Date** | **Location / Site** | **Lecture Provider** *Faculty, Tour Guide, Guest Lecturer, etc.* | **Lecture / Discussion Topic** | **Activity / Assignment** | **Contact Hours** |
| March 15 and April 15 | UCA | Dr. Smith | Orientation for UCA in Europe | n/a | 2 |
| May 1 | UCA | Dr. Smith | Reading guide and final project expectation | Readings, Discussion | 2 |
| May 13 | Depart for Europe |  Travel day |  |  |  |
| May 14 | Walking Tour | Orientation to city, train system, city overview | Guided tour | Journal Reflection | 2 |
|  May 15 |  Art Gallery |  Lecture on Art concepts, tour of gallery |  Lecture, Visit to museum/gallery |   | 3 |
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**BUDGET DESCRIPTION****Faculty-Led Short Term Study Abroad Program** **UNIVERSITY OF CENTRAL ARKANSAS**

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| --- | --- |
| **Budget** | **Submit your budget utilizing the template provided at** [**https://uca.edu/studyabroad/uca-faculty/**](https://uca.edu/studyabroad/uca-faculty/)This is a guide for faculty leaders planning study abroad programs as the Office of Study Abroad will provide the final budget based on an approved vendor quote. To view current foreign currency exchange rates, visit [www.xe.com](http://www.xe.com). |
| **Third Party Provider** | List activities you want to include and we will assist with the bid and the creation of a final budget from an approved third party vendor. |
| **International****Airfare** | Airfare must be included. The Office of Study Abroad will work with group travel services to arrange airfare. Please note that group travel is not always available for lower priced fairs and that taxes, fees and surcharges will impact the final ticket price.  |
| **Ground** **Transportation** | Costs associated with required group transportation for travel within or between cities/countries in proposed destinations should be included (e.g. to/from airport, trains or flights required for programs with multiple destinations). If your destination is a walkable city, please note that local transportation is not necessary.  |
| **Accommodations Abroad** | Budget for the type of lodging appropriate for your program (partner university dormitories, hotels, apartments). Estimates are typically based on double occupancy, for students of the same gender. Please account for separate faculty accommodations and/or single room supplemental fees. |
| **Meals** | Meals do not have to be included in the budget. However, some accommodation arrangements will include meals. Many hotels and hostels include breakfast, while university campuses may provide cafeteria or meal plans. Number and frequency of included meals should be included in the proposal. Group meals, for example, can be included if part of the curriculum. All group meals where alcohol will be available must be listed in the proposal. See Alcohol policy. Faculty meals may not be charged to students unless an approved group meal. |
| **Site Visits & Excursions** | Site visits and excursions are an integral component of Faculty-led STSA programs and should complement your course and learning objectives. These activities range from museums, historical/cultural sites of interest, foreign universities and research facilities to name a few. Proposals will include all intended site visits/excursions that are essential to the course content. Faculty may opt to designate some excursions or site visits as optional however if the group is expected to participate, it should be included. If some activities will be optional, these amounts will not be included in the program budget, but will be published as additional expenses for Financial Aid purposes. If a site requires individual or on-site ticket purchase, please note that there might be group fees, reservation requirements or cash only ticketing. Costs to consider when budgeting group activities: Group transportation to/from location, any overnight stays required, admission/pass charges, group reservation fees, tour guides/interpreting services.  |
| **Misc. On-Site Costs***Included in student program fees* | Costs associated with the program/course that will be paid on-site must be accounted for in the budget. These might include: metro/subway passes, museum/site entry fees that must be purchased individually on-site or prior to departure. Other costs to be considered may include, but are not limited to, hotel departure taxes, tips and gratuities, airport transportation if not included in the tour proposal.  |
| **Entry & Exit Fees** | Costs of required travel documents such as visas and/or fees required upon departure. To verify if your chosen destination requires a visa or exit/departure fees, please visit [www.travel.state.gov](http://www.travel.state.gov) and select your country to view all required documents and associated fees.  |
| **UCA Study Abroad Costs** | UCA will include in each budget the following required costs: International Medical Insurance, UCA Study Abroad Fee, 3% Cost Recovery Fee, and Communication and emergency charges for faculty leaders.  |
| **UCA Tuition & Fees** | Tuition and Fees associated with the STSA course(s) will be charged separately from the program fees. Please visit the UCA Student Accounts website for the Study Abroad Tuition and Fee rates. Student Accounts published policies and procedures apply.  |