

UNIVERSITY OF CENTRAL ARKANSAS

2019 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 Study Abroad (OSA) and International Engagement (IE) appreciate your thoughtful preparation. Our commitment to furthering international education and enabling students for global citizenship is realized through your efforts.

To assist you in this process OSA staff will assist you in the design and, if approved, marketing of the program. Please review and use the website resources provided in the design of your program. Department Chairs, College Deans, OSA, IE and finally the Office of the Provost will review proposals to ensure academically sound, cost effective, student focused programs move forward.

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. Visit www.travel.state.gov to view specific county details;
- 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

January Email announcing call for Study Abroad proposals from Academic Affairs.

February 15th Abstract for proposals is due.

February 28th Feedback to potential Faculty Leaders is provided from International Engagement and the Study Abroad Advisory Committee.

April 13th Study Abroad proposal paperwork due

May Programs are reviewed and approved. Programs are published by the Office of the Provost.

A COMPLETE PROPOSAL WILL INCLUDE:

- Proposal Abstract Form completed by the Program Faculty Leader(s)
- Syllabus for EACH Course Proposed
 - Where/how class meetings will be conducted prior to departure, while abroad and upon return home.
 - Summary of the proposed program detailing learning objectives and benefits of offering named courses abroad as they support the university's strategic plan.
 - Number of hours per week that class will meet and how assignments, participation and attendance will work towards a final grade.
- Itinerary
- Program Budget
 - Please submit your budget utilizing the form template available at <http://uca.edu/studyabroad/uca-faculty/>.
- Guidelines & Terms of Agreement: Each faculty member must submit a copy.
- Program Approval Form

Pricing & Arrangements: To complement your attached Budget Description, Faculty Leaders should provide a breakdown for all itinerary items required for the program. For Financial Aid purposes, faculty should explain which itinerary items and arrangements should be made in advance with the price included into the program cost, including such items as accommodations, international flights, ground transportation, meals, site visits and entry fees, for example. Note: including all items will raise the upfront cost for students. Not including all necessary items may result in a lower advertised price, but will require students to pay upon arrival. Faculty Leaders are encouraged to work with the Office of Study Abroad to complete this pricing breakdown. If you are working with a partner school or program provider, please attach the tour package and price quote provided to you.

BUDGET DESCRIPTION
FACULTY-LED SHORT TERM STUDY ABROAD PROGRAM
UNIVERSITY OF CENTRAL ARKANSAS

ITEM	DESCRIPTION/RECOMMENDATIONS
	Submit your budget utilizing the template provided at www.uca.edu/studyabroad/uca-faculty/ . To view current foreign currency exchange rates, please visit www.xe.com
International Airfare	Inclusion of Airfare is required. To estimate airfare with a tour proposal, please visit www.kayak.com to view average prices for international airfare and estimate a 15% increase for group rates. Be mindful of lower rates with overnight layovers. 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.
In-Country Transportation	These are costs associated with required group transportation for travel within or between cities/countries in proposed destinations. (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	Some accommodation arrangements will include meals. However, including meals is not required. 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. Foreign Per Diem Rates by location can be viewed at http://aoprals.state.gov/web920/per_diem.asp
Site Visits & Excursions	Site visits and excursions are an integral component of 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, etc. 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. 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. 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 your proposal. For example: Students should be provided with an estimated cost if they are required to pay for a taxi, bus or train upon arrival abroad if not included in the program fee.
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 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, Estimated Surcharges, Taxes and Exchange Rate fluctuations, and communication and emergency charges for faculty leaders as leaders are required to have an international mobile plan the entire time abroad.
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 Tuition and Fee rates. Student Accounts published policies and procedures apply. The Office of Study Abroad will provide tuition and fees on the final budget breakdown for students.

GUIDELINES & TERMS OF AGREEMENT
FACULTY-LED SHORT TERM STUDY ABROAD PROGRAM
UNIVERSITY OF CENTRAL ARKANSAS

Each faculty member involved in a program proposal should complete a Guidelines form.

I HEREBY AGREE AS FOLLOWS:

******Please Read Carefully******

COURSES & TERMS:

Academic Departments, in collaboration with the Registrar’s Office and the UCA Office of Study Abroad, will coordinate the listing of courses in the official UCA course schedule according to regulations and will manage student enrollment in the appropriate courses. Most STSA programs will occur during May Intersession, Summer I, or Summer II. Some courses may be offered over Winter break or Spring break if appropriate course contact hour requirements can be met. All Summer session programs will be set up as 13-week summer term courses to offer students and faculty leaders ample time to complete assignments after returning home and to complete online grade reporting. A deadline for submission of grades by faculty will be established for each STSA course. All grades will be submitted by the faculty leader to the UCA Registrar upon completion of the program. Credit hours offered must meet contact hour requirements. If your study abroad program is a component of a fall or spring course, students will not earn additional academic credit while abroad.

PRE-DEPARTURE RESPONSIBILITIES:

Faculty Leaders will schedule at least two mandatory orientation sessions with students. Other mandatory meetings will be facilitated by the Office of Study Abroad and directed toward program participants and faculty. One session will include a review of the travel itinerary, overview of course syllabi, requirements/assignments and how student performance will be evaluated. Additional sessions may be conducted in an informal, informational setting. Students may expect to complete some course assignments prior to or following the study tour as directed by the instructor. In addition, The Office of Study Abroad will conduct orientation session(s) for Faculty Leaders to review International Engagement’s policy on safety and security abroad and be provided with an Emergency Response-Health and Safety Manual. Faculty will also receive a health form for each student so that if pre-planning is needed faculty may meet with participant, UCA Health Center, and Study Abroad Staff to discuss plan of action.

DESTINATIONS:

Faculty may choose destinations that align with the academic content of the STSA course. Health, safety and security are of the utmost concern for UCA. All sites must be carefully reviewed to ensure the health, safety and security of participants. Any proposed destination with a Level 3 or 4 rating by the US Department of State travel warning system is subject to denial or cancellation at any point up to and including the day of departure. If sites create safety or security hazards, alternate sites should be established. Please visit www.travel.state.gov to view specific country details.

CONTACT HOURS:

A 3 credit hour study abroad program will require 45 contact hours and a 6 credit hour program will require 90 contact hours. Contact hours may include, but are not limited to, site visits and excursions relevant to the academic content of the course, scheduled group meetings and class sessions prior to, during or after the study abroad program or any lecture, all instruction or seminars moderated by the faculty leader. Participants must be enrolled in one or more of the approved courses to earn credit or a letter grade. All participants must be 18 years of age or older; or will require additional approvals and signatures.

BUDGETING:

Budget your time and expenses wisely. If multiple learning objectives can be accomplished in one city, this will keep program costs down. Utilizing partner institutions may alleviate the need to work with a vendor to design your program. Please review the included Program Budget Description for details on study abroad related costs. All proposed service providers/vendors must (1) make/accept group reservations in advance, (2) accept payment by credit card and wire transfer, (3) submit the UCA Vendor Authorization Form and W-8. Any activities that cannot be arranged in advance that will be a required part of the academic content of the STSA course MUST be included in the proposal. Faculty will submit a Program Budget with the STSA Proposal. Because there are many variables involved

in forecasting exchange rates, fuel surcharges, taxes, flight costs, international insurance, seasonal rate fluctuations and group transportation, working with vendors and foreign universities in the preliminary planning phase is highly recommended to allow for ample time to promote the program. In order to finalize budgets and promote study abroad programs early, proposals must include contact information for vendors and/or university contacts who are willing to provide the cost estimate for the planning phase of the program and submit the UCA Vendor Registration Form and W-8. Assistance from Faculty Leaders will expedite this process. Considering the frequent exchange rate fluctuations, taxes and surcharges, a \$150 fee will be factored in to the program cost for all participants. For a complete understanding of the Faculty Led program budget structure, utilize the template provided at www.uca.edu/studyabroad/uca-faculty/.

TRAVEL ITINERARIES:

The Office of Study Abroad provides support for faculty in planning STSA programs. University partners can assist in the design of your itinerary. In order to ensure that academic integrity is not compromised, faculty leaders will establish itineraries to meet course goals.

RECURRING PROGRAMS:

Programs that have been approved for a three year period may submit the Expedited Program Proposal Form. All new programs must submit the full proposal package. All proposals must honor the STSA deadline publicized by the Office of Study Abroad.

FACULTY LEADERSHIP:

While it is the preference of International Engagement for Faculty Leaders to remain with students for the duration of the program abroad, including times of international travel, we understand each program is different. Special requests and program designs will be taken into consideration. At least one faculty member must be willing to accompany students on the return flight.

FACULTY TRAVEL EXPENSES:

Faculty, including chairs, directors, and associate deans, teaching study abroad courses will be covered for travel expenses equal to per student travel costs (provided minimum enrollment targets are met). As STSA programs are 100% self-supporting, the cost associated with traveling faculty must be included in the student program charges. Lower faculty costs and limiting number of traveling faculty may lower the required participation in order for the program to be financially feasible. Only costs included for student participants will be included for faculty/staff leaders. Costs not included for student participants will be the responsibility of the faculty/staff. In addition, any supplemental fee required to offer faculty a private room may be charged to the Faculty Leader.

SALARY:

International Engagement does not establish salaries, nor do student program fees cover salaries or per diem for Faculty Leaders. Rather, salaries are at the discretion of Academic Departments and the Office of the Provost.

STUDENT ENROLLMENT:

All students must complete the STSA Application, collect Faculty Leader's signature of approval, provide a current passport and agree to the policies, guidelines and agreements set forth by the University of Central Arkansas and the Office of Study Abroad prior to being enrolled in a program.

STUDENT TRAVEL EXPENSES:

The Office of Study Abroad makes group travel arrangements; desired individual adjustments to travel for faculty and/or student participants (i.e. any adjustments not essential to or part of the study abroad course), and costs/payments associated with adjustments is the sole responsibility of the individual traveler. Itinerary details will be distributed to all leaders and participants within a timely manner after final registration deadline. Individuals will be provided contact information to make arrangements for any desired deviations if applicable. Students requiring disability support services should disclose information and requests to the Faculty Leader and the Office of Study Abroad as early as possible so that a reasonable effort can be made to accommodate each participant. Verification and support from the Office of Disability Support Services is required and those involved should understand that all countries have differing standards of health, safety and accommodation.

APPROVAL PROCESS:

Program proposals, along with program evaluations/budget estimates must have approval by Department Chair(s) (or his/her designate) and College Dean(s) upon submission. Without these approvals, programs will not be considered. On or after the proposal deadline, all proposals will be reviewed by the Office of Study Abroad/International Engagement and forwarded to the Office of the Provost for review and approval.

INSTITUTIONAL ARRANGEMENT:

The University does not represent or act as an agent for, and cannot control the acts and omission of, any host institution, host family, transportation carrier, hotel, tour organizer or other provider of goods or services involved in the program. I understand that the University is not responsible for matters that are beyond its control. I hereby release the University from any injury, loss, damage, accident, delay or expense arising out of any such matters.

PROGRAM SUSTAINABILITY:

I understand that my proposed program must be totally self-supporting in terms of budget; this is based on target number of student participants, market costs and financial feasibility. I understand that it is the primary responsibility of the Faculty Leader to recruit students to participate in the Study Abroad Program.

MARKETING AND RECRUITMENT:

The Office of Study Abroad markets study abroad programs through peer advisor meetings, online and social media efforts, posters and flyers, interest meetings and campus events for all programs. Faculty Leaders are responsible for: marketing the program within their academic department and website, at presentations and academic venues; participating in International Education Week events in November; maintaining a list of student interest for their program; collaborating with the Office of Study Abroad in terms of application process/payment procedures and deadlines; course creation and student registration; communication of expectations with program participants; as well as the timely submission of grades, receipts and travel expenses upon completion of the program.

I have read the STSA Guidelines and Terms of Agreement before signing. No representations, statements or inducements, oral or written, apart from the foregoing written statement have been made. This Agreement shall be effective only if this proposal is accepted by the Academic Department Chairperson, College Dean, the Assistant Provost and Director of International Engagement and the Provost and Vice President for Academic Affairs at the University of Central Arkansas, and shall be governed by the laws of the State of Arkansas, which shall be the venue for any lawsuits or incident reports filed against the university as a result of this program.

Program Title: _____

I, _____ (name) propose to lead a Study Abroad Program offered through the University of Central Arkansas Office of Study Abroad.

Signature

Date

PROGRAM APPROVAL FORM
FACULTY-LED AND LANGUAGE IMMERSION SHORT TERM STUDY ABROAD PROGRAM
UNIVERSITY OF CENTRAL ARKANSAS

Program Title: _____

Proposed by: _____

Comments:

Approved _____

Denied *Department Chair Signature* *Date*

Approved _____

Denied *Department Chair Signature* *Date*

Approved _____

Denied *Department Chair Signature* *Date*

Approved _____

Denied *Department Chair Signature* *Date*

Approved _____

Denied *Dean of College Signature* *Date*

Approved _____

Denied *Dean of College Signature* *Date*

Approved _____

Denied *Dean of College Signature* *Date*

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