

Adelphi University Faculty-led Study Abroad Program Proposal

April 1: Submission deadline for all new programs + all repeat programs except summer

September 15: Submission deadline for repeat summer programs only

Part I: General Information Form

A. Basic Information

Destination Country(ies)	
Semester course will take place	
Academic department of prime	
Course Leader #1 name & title	
Course Leader #2 name & title	
Estimated cost for student (programs that exceed \$5000 will not be considered)	

B. Course Information

Course Title	
Course Number	
Number of credits	
If cross listed, indicate course number(s)	
Does the course fulfill major requirements?	
List General Education Requirements the course fulfills (area distributions and learning goals)	
Target student group	
Student Prerequisites (e.g. course, language, skills)	
Course Format (all instruction abroad or hybrid with more than 4 meetings stateside)	
For repeat programs: Have you initiated the course approval process through academic affairs?	

C. Travel Information

Proposed travel dates	
Proposed cities	
Level of U.S. Department of State Travel Advisory	
Are there any CDC Travel Health Notices ?	
Proposed tour operator/host Institution (include contact name, email and phone)	
Proposed Lodging (name, address, website)	
Indicate all local connections	

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Part II: Syllabus, Itinerary & Short Answer Questions

- Please attach a course syllabus (please indicate contact hours)
- Please attach a draft itinerary (please request template from CIE)
- Please attach responses to the following questions:

A. Internationalization Strategy:

- How does the program fit into the international goals of the department?
- How will this program enhance students' global competencies (e.g., skills, knowledge, attitudes)?
- Why is it important to deliver the academic content of this course in the proposed international destination, rather than on-campus?
- What differentiates your program from existing study abroad programs? (Find a list of existing programs [here](#). CIE is more apt to approve programs that cannot be replicated by third party providers.)
- How are you making this program more accessible to students? (e.g. program designed with inclusion and affordability in mind; department contributing funds for a scholarship; encouraging students to apply for a Gilman scholarship or other funding, plan to ensure all eligible students feel welcome & included, etc.)

B. Course Leader Qualifications:

- Describe how each course leader's experience and knowledge will contribute to this program (e.g., subject and regional expertise, experience leading student group travel, local contacts, skills including language of the destination country).

C. Feasibility & Safety:

- What considerations have you given to the overall success of the program (e.g. cost, destination appeal, recruiting strategy, target audience)?
- The Center for International Education is interested in supporting long-lasting programs that become an integral part of the Adelphi Experience. What is your long-term strategy for this program?
- What are the health and safety risks of the proposed travel destination? Describe relevant recommendations and protocol to ensure the safety of Adelphi students.
- How have the locations of this course, including lodging and transport companies, been vetted?

Part III: Budget

Please meet with Shannon Harrison, Director of The Center for International Education, to complete a budget for your program. In an effort to make study abroad more broadly accessible, please aim for a program fee of \$4500 (not including tuition) or less.

Note: For courses that take place during intersession and spring break, faculty expenses, including teaching credits, a \$75/day stipend per course leader, meals (\$75/day per diem per the Adelphi FARG) and visa fees **are the responsibility of the department of prime**. These expenses total approximately \$10,000 for two faculty members leading a 3-credit, two-week course or \$5,000 for a 1-credit course. Chairs/Deans must request funds in a specific budget line (usually 4141) during budget preparation to cover these expenses. Faculty expenses for summer programs are funded directly by student tuition.

Adelphi University Faculty-led Study Abroad Program Proposal Part IV: Faculty Agreement

Program Name:

Department(s) of Origin:

This agreement outlines faculty responsibilities with regard to the development, marketing, administration and instruction of faculty-led programs sponsored by the Center for International Education (CIE) at Adelphi University.

- A. **Academic Content:** Faculty leaders are exclusively responsible for syllabus preparation, textbook identification and orders, course materials, lectures and participant assessment, and itinerary. Faculty leaders are also responsible for facilitating academic and intercultural learning pre- and post-departure.
- B. **Collaboration with the Center for International Education:** Faculty leaders agree to communicate regularly with CIE to discuss marketing, enrollment, program design, and budget.
- C. **Program Provider:** If needed, CIE will work with faculty leaders to identify a program provider or on-site coordinator to arrange logistics such as housing, in-country transportation, excursions, meals, guest lectures, etc. Faculty leaders are responsible for working directly with the program provider to coordinate the program and itinerary.
- D. **Marketing and Recruitment:** Faculty leaders agree to promote the program and recruit students, presenting to classes, scheduling information sessions, and sending promotional emails, as well as marketing to colleagues and groups outside of Adelphi University. CIE will create a program web page and flyer to help recruitment efforts.
- E. **Student Orientation:** Faculty leaders agree to schedule at least one pre-departure meeting. CIE will provide a pre-departure orientation for all students participating in faculty-led courses.
- F. **General Student Supervision:** Faculty leaders should clearly communicate the expectation that students must be compliant with Adelphi University policies, including the Adelphi University Code of Conduct, and explain local culture, program rules and safety measures to the best of their ability.
- G. **Final Report and Evaluation:** Faculty leaders are required to submit the AU Faculty-led Study Abroad Program Report to CIE within three weeks of the program's return.

- H. **Health, Safety and Communication:** Faculty are required to confirm the group's arrival with CIE via email or a phone call within 24 hours of arriving at the program site, and are expected to communicate with CIE as needed during the program. Should a health, safety or disciplinary incident occur during the program, faculty are required to complete and submit an incident report to CIE upon return. This serves as the official record for the institution.
- I. **Accompanying Persons on Faculty-Led Programs:** CIE strongly discourages accompanying persons on international programs. Should a faculty member go against this recommendation, he or she must ensure that any individuals under 18-years old are accompanied by an adult (distinct from the faculty member). In addition, any accompanying persons cannot participate in day-to-day program activities, including group dinners, transport, site visits, excursions, etc., as they are not enrolled in the course and not covered by insurance. All expenses and travel arrangements of accompanying persons are the sole responsibility of the faculty member.
- J. **Financial Reporting:** Faculty leaders are required to submit receipts for all expenses incurred during travel to the department of prime/CIE within two weeks of the program's return. All expenses should be converted to U.S. dollars and entered into a spreadsheet in chronological order and with a description of the charge.
- K. **Program Cancellation:** Adelphi University and the Center for International Education reserves the right to cancel the program at any time before or after departure. CIE and faculty members should closely monitor safety information available from the U.S. Department of State and other sources and will provide timely information should concern arise. A program may also be canceled if it does not reach the minimum target enrollment by the final application deadline. If a program is cancelled, faculty leaders do not receive monetary compensation.
- L. **Withdrawal:** By submitting a proposal, faculty leaders agree to lead the international program and will not withdraw from this responsibility except in case of an emergency. If there is only one faculty director, CIE requests that an alternate be identified to lead the group in the event the original faculty director cannot perform their duties (the alternate could be an in-country contact).

I have read, understand and agree to the above described expectations and responsibilities of an Adelphi University short-term study abroad faculty director. I have reviewed the Faculty-led Study Abroad Program FAQs. I understand that my role as a faculty director is critical to the success of the proposed program.

_____ Faculty 1	_____ Signature	_____ Date
_____ Faculty 2	_____ Signature	_____ Date

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Part V: Department Approval

This form is to demonstrate administrative support and ensure administrators understand the financial implications of faculty-led study abroad programs. If faculty leaders are from different departments, this form must be completed by both sets of administration.

	Please Initial: Chair	Please Initial: Dean
I have reviewed the attached study abroad proposal, including syllabus and itinerary.		
The proposed program meets all Department and University standards.		
The faculty members are well-equipped to teach the proposed course(s) and lead this program.		
The Department/College supports the faculty members in their endeavor to lead this course.		
I understand and agree to the financial obligations of the Department/College (see Budget Note below).		

Budget Note:

For faculty-led courses that take place during the fall, intercession, or spring semesters, faculty expenses, including teaching credits, a \$75/day stipend per faculty member, meals & incidentals (\$75/day per diem per the Adelphi FARG policy, this includes an international phone plan) and visa fees are the responsibility of the department of prime. These expenses total approximately \$10,000 for two faculty members leading a 3-credit, two-week course or \$5,000 for a 1-credit course. Chairs must allocate a specific budget line (usually 4141) for the faculty-related costs associated with the program during budget preparation to cover expenses. Faculty airfare and lodging are generally covered by student fees. Faculty expenses for summer programs are funded directly by student tuition. Contact CIE to help calculate the below expenses.

Total Cost of Program for Students	
Number of teaching credits awarded to each faculty member. Indicate load or overload.	
Total Cost of Program for Department that has been allocated (indicate budget line)	
Net Revenue of Program for Adelphi	

Chair	Signature	Date
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Dean	Signature	Date
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Please contact Shannon Harrison, Director of the Center for International Education, with concerns.