



COURSE ABROAD PROPOSAL AND PLANNING FORM

Please complete and return this and submit it with tentative syllabus, tentative itinerary and working budget. Please return the completed form to Elly Hanauer (ehanauer@illinois.edu) in the LAS International Programs Office, 2002 Lincoln Hall.

Courses Abroad are faculty-led programs which are based on courses that exist already on campus, or have the potential to become a core component of a curriculum. The faculty leader:

- proposes the study content and itinerary and LAS staff will assist with the planning and budget creation.
- will work to recruit students. While the LAS office can also assist in recruiting students, it is generally the case that the faculty member is more persuasive in the recruitment process. Therefore, we will work with you to create a marketing plan.
- will set up on-site arrangements, where appropriate. While we can assist with this as much as possible, you will have a better sense of what is required.

College approval is required and faculty compensation will depend on an agreement between the home department and the College.

A tentative syllabus, tentative itinerary, working budget and all signatures are required on the form before the student recruitment phase can begin.

GENERAL INFORMATION & PROGRAM SPONSORSHIP	
<i>Faculty name, position title, Department & email</i>	
<i>Faculty cell number to be used on the ground abroad & U.S. cell number</i>	
<i>Faculty email and phone (office)</i>	
<i>Title of Teaching Appointment</i>	
<i>Period of regular appointment</i>	<i>9-month 12-month other _____</i>
<i>Program Start Date (date that group is leaving U.S.)</i>	
<i>Program End Date (date that group is returning to U.S.)</i>	

<i>Course proposed (RUBRIC/Number)</i>	
<i>Term of Student Registration</i> <i>Number of credits</i> <i>Subject and number</i> <i>Name of department issuing credit (GLBL 298s are all 3 credits)</i>	
<i>Prerequisites or special requirements</i>	
<i>What academic requirements fulfilled (e.g., any GEN ED or major/minor requirements)?</i>	
<i>List the dates/times/location of on-campus course meetings (typically 2nd 8 weeks of fall or spring semester).</i>	
<i>What evidence exists for student interest in the program?</i>	
<i>Describe or outline the on-campus and off-campus components of the proposed course, including a tentative description of required readings, student requirements and project expectations. This must be in the form of a tentative syllabus that includes: course requirements, assessments, schedule of lectures/topics, and program field visits. Please attach syllabus to this form. As part of this syllabus, please also include a tentative itinerary for the in-country portion of the course.</i>	

PARTICIPANTS	
<p>The minimum number of students is 12. The desired leader to student ratio is 1:12. If there are at least 15 students, a Program Assistant may be budgeted into the program fee, although this will raise costs for students. A sponsor department can help defray some costs by paying a teaching assistant stipend, or covering the airfare for faculty.</p>	
<p><i>Maximum number of students</i></p> <p><i>What is the limiting factor?</i> <i>(housing? Transportation? etc.)</i></p>	<p>Y / N Undergraduates</p> <p>Y / N Graduate students</p> <p>Y / N Non-UIUC students</p>
<p><i>This course will accept (please check):</i></p>	

<p><i>The student application requires the submission of a resume and unofficial transcript, as well as three short essays where applicants describe why they are interested in the course and how it supports their academic and career goals.. What, if any, additional application material would you like added for your course (e.g., references, in-person interview).</i></p>	
<p><i>Describe arrangements made for responsible supervision of students throughout program.</i></p>	
<p><i>Is a visa required for U.S. citizens? How much does it cost?</i></p>	
<p>PROGRAM ASSISTANT <i>If a program assistant is planned (required for enrollment of 15+), describe selection criteria and process. Engage the relevant department and academic program. Faculty leader should not commit to a program assistant until student numbers are committed and the program has the okay to go from the college.</i></p>	
<p>PROGRAM DETAILS & FACILITIES</p>	
<p><i>Describe the classroom facilities (and provide address) What is the contact information for the person organizing the space?</i></p>	

<i>ACCOMMODATIONS: Provide addresses and contact information</i>	
<i>Based on what considerations were these accommodations selected? (Site visit?, Recs? etc.)</i>	
<i>How will students commute from housing to classrooms?</i>	
<i>How will students commute to any field sites?</i>	
<i>MEALS: How and where will meals be provided? Will any meals be provided through the accommodations?</i>	

FIELD EXPERIENCES

During a course abroad, it is important to engage students in the field or in the culture to enhance their understanding of the course content and their intercultural experience. One way to improve exposure to the host culture is to include a field study or volunteer/community service component. Alternatively, teaming UIUC students with local students or arranging home-stays are good options, if appropriate for your destination. [Note: Proposals that include UIUC students interacting in meaningful ways with the local communities – peers, families, school children etc. – or that develop students' leadership skills or research skills, e.g., field study, will receive priority.]

How may field study or service learning be incorporated into program requirements? Indicate specifically how undergraduates will be engaged in the field or in the local culture to enhance their understanding of the course content and their intercultural experiences. Indicate how they will be required to reflect on and interpret their cross-cultural experiences.

<p><i>Who locally will help arrange these experiences? Provide contact information (if different from the host on site).</i></p>	
<p><i>INTERNATIONAL TRAVEL: How will participants reach the program destination and return back to the US? Will they be making their own flight arrangements?</i></p>	

<p><i>Are you interested in exploring the possibility of a group flight? If so, which dates/times would you propose?</i></p>	
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HEALTH & SAFETY

INSURANCE: Note that all participating students and faculty traveling abroad must be covered by the International Insurance and Safety Fee, which covers emergency medical, evacuation, and repatriation insurance. This fee will be included in the students' program fee, unless indicated otherwise.

The fees are:

<u>Length of Program/Trip:</u>	<u>Fee:</u>
Up to 2 weeks (1 – 16 days)	\$75
Month (17 – 45 days)	\$90
Short Term (46-75 days)	\$140
Semester (76 – 195 days)	\$200
Academic Year (196 – 315)	\$365
Calendar Year (316 – 365 days)	\$420

<p><i>BILLING: Account(s) to which insurance and admin fees are charged.</i></p>	<p><input type="checkbox"/> Bill admin and insurance fees to student accounts <input type="checkbox"/> Bill admin and insurances fees to department the following department account number: _____</p>
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<p><i>How will program leaders provide health and safety orientation on-site?</i></p>	
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<i>Describe the medical services available at program site(s).</i>	
<i>What notable health or safety risks (e.g., infectious diseases, political instability, volcanoes, etc.) exist at the program location? Attach separate page if necessary.</i>	

All students, faculty and staff are responsible for any medications/immunizations that may be required.

GROUP EMERGENCY PLANNING

<i>What are the available methods of transportation and where are their departure points?</i>	
<i>Where are the group meeting locations in the event of a local emergency event and how would participants know to go there? Have both a “Plan A” and “Plan B” location.</i>	
<i>Based on factors such as program content, location and current events in the region, would this program be best served with additional support from a program assistant?</i>	
<i>What resources do you have at your disposal in country to assist you in the event of natural disaster, political unrest or medical emergency?</i>	
<i>In the event of a natural disaster, political unrest or medical emergency, what is your emergency management plan?</i>	
<i>In the event that you as the faculty leader were injured or incapacitated, what is your group management plan for the students?</i>	

EMBASSY REGISTRATION: All students, faculty and staff are strongly encouraged to register themselves with the Dept. of State, which serves U.S. citizens in emergency situations while abroad. LAS International Programs will notify the embassy in each country of your group’s travel itinerary in advance of each trip.

<i>Location and address of nearest U.S. Consulate and Embassy</i>	

DEPARTMENTAL APPROVAL

By signing below, the sponsoring department agrees:

- That this course meets the criteria to be offered as _____ (course rubric and number) for _____ credit hours during the _____ term.

The College covers salary for faculty up to \$10,500 based on years experience teaching faculty-led courses abroad. Please note that the College has limited funds and salaries will be approved on a yearly basis as funds allow.

Please indicate how the department would like to request faculty salary for this course:

No request - department will cover faculty compensation

Request LAS to provide entire salary via Service in Excess

Request for LAS and Department to split salary - this will require a written agreement between LAS and the Department.

By signing below, the faculty sponsor agrees to:

1. Promote program in classes and department to facilitate recruitment of students.
2. Make initial contacts for reservations and program planning with providers in communication with the LAS International Programs Office.
3. Attendance at campus-level Faculty Director orientation and workshops.
4. Inform sponsoring department's Chair/Head and academic advisors of program information.
5. Provide all expected budget items as soon as they are available.
6. Assume responsibility for program expenses not included in the final budget approved by the College, or that were not subsequently approved by the College.
7. Work with LAS International Programs to prepare and implement coordinated and thorough pre-departure health and safety orientation.
8. Maintain weekly contact (by e-mail or phone) with LAS International Programs while the program is abroad, which includes apprising LAS of any difficulties or concerns to ensure adequate documentation and follow-up.
9. Submit receipts and program expense report within two weeks of return from program.
10. Submit Post-program Narrative within one month of return from program.

Name of Faculty Leader

Signature

Date

Name of Sponsoring Dept. Executive
Officer (EO)

Signature

Date

Name of Co-Sponsoring Dept. EO
(if course is cross-listed)

Signature

Date