

RADFORD UNIVERSITY

McGlothlin Center for Global Education and Engagement

FACULTY-LED EDUCATION ABROAD PROGRAM PROPOSAL

(Credit-Bearing Programs Only)

Faculty members interested in proposing credit-bearing, faculty-led programs at Radford University will need to submit the following information for review by the Education Abroad Advisory Council (EAAC). The required information outlined in this document has been established to ensure consistency, minimize liability, and maximize resources. For more information, faculty may consult, and familiarize themselves with the "[Guidelines for Faculty-Led Education Abroad Programs](#)".

You will need to address each of the sections, outlined in the table below, in a separate word document. Once completed, please return all required documentation to Sara Coulson, Education Abroad Coordinator, at scoulson4@radford.edu.

Please note that faculty are not authorized to promote the price of the program until the program and its budget are approved.

Once the program proposal is submitted and approved, the McGlothlin Center for Global Education and Engagement (MCGEE) will issue a formal letter to the faculty leader. Details on next steps will be outlined in the letter. Programs that are denied may submit an appeal letter to the Education Abroad Coordinator.

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Section I: Overview

Provide the following basic information about the proposed program:

- Program name*
- Program location(s)
- Program dates
- Program Description (summary of the program in one or two paragraphs)
- Sponsoring department(s)
- Faculty Leader Name
- Chaperone names (if any)
- Faculty Leader Experience in Host Country and Local Language

*Note: To help students grasp the seriousness of study abroad course work, please refer to your time abroad as a “program” and not a “trip” (e.g. “Italy Summer Study Abroad Program”).

Section II: Cultural Awareness

- Describe how the program will give students the opportunity to develop and/or enhance their own cultural awareness.

Section III: Course Information

- List all Radford University courses that will be taught in this program. Indicate the number of credits per course and attach a copy of the syllabus (even if tentative) to be used for each course offering. Please note that all courses being taught abroad must be approved by the respective authorities/channels prior to being proposed.
- Faculty members may only teach a course(s) in the areas/subjects in which they are approved for at Radford University.
- The excitement of travel and new experiences in a foreign country might cause students to lose sight of the fact that they are expected to maintain the same academic rigor in courses abroad as they do in courses held on-campus. Therefore, make sure to be clear in your course syllabi that expectations are high in terms of contact hours and stated requirements, and that participation in course activities is required.
- Please consult with your Department Chair, School Director and/or Dean if there are any unusual methods of assessment (e.g. museum visits, site presentations) in addition to the standard formats (quizzes, tests, reflection/research papers, etc.).
- There are various established University-approved options when it comes to offering a course:
 - Option #1: If you are proposing a new course, your course must be approved through the appropriate curricular channels established at Radford University. More information online in the [Provost's Office webpage](#).
 - Option #2: If you are proposing a new course, you may opt to offer the course as a Special Topics projects course. Please contact your department chair for more information.
 - Option #3: You will not need to get your course approved by the curricular channels if all of the following are met: (1) your course already exists in the University course catalog and is already approved; AND (2) you are authorized to teach in the subject area; AND (3) you are not making significant changes in the course content (only changes to take advantage of the program location).

Section IV: Instruction and Support Staff

- Faculty members are the faculty-on-record and the only ones authorized to teach the class.
- The designated faculty leader will be the sole primary contact for the Education Abroad Coordinator.
- Names and contact information of other Radford University faculty/staff, as well as any other Non-Radford University individuals, that will participate in the program must be furnished. Refer to the “Guidelines for Faculty-Led Education Abroad Programs” for more information.

Section V: Program Affiliations

- Provide a brief description of any institution/agency/organization which the program may be affiliated with (i.e. third-party program providers, research centers, schools or Non-Governmental Organizations). Include a background summary of the affiliate program (a website address will be helpful as well) and pertinent academic information (including accreditation status and academic programs, if applicable). In addition, indicate if either Radford University, or other agency within the Commonwealth of Virginia, has worked with this organization before.
- List any counterpart/staff associated with the affiliated institution that may assist with the program, including guest speakers if known.
- Note: Faculty are not authorized to sign any contracts with any vendors or service providers. This responsibility falls under the Procurements and Contracts Office. MCGEE will work with Procurements and Contracts to acquire any necessary signatures when needed.

Section VI: Program Itinerary

- Provide a comprehensive itinerary listing of all cities/countries to be visited with dates, even if they are tentative. Make sure to include every day of the program in addition to the departure and return dates. A finalized itinerary is due to MCGEE eight weeks prior to departure.

Section VII: Language and Host Country Preparation

- Indicate the level of experience, if any, that you have with the host country as well as the local language. Experience or local language ability are not required for the program proposal but is helpful.
- If the program’s takes place in a non-English-speaking country, explain how students will be best prepared with basic language and cultural skills prior to their departure. If possible, students should receive an orientation of basic vocabulary in the language of the host country/city in order to meet and greet people, purchase food and other essentials, utilize transportation and handle emergency situations.

Section VIII: Risk Management

- Travel
 - Outline the tentative flight arrangements for the program. It is preferred that all participants travel as a group whenever possible. If the flight tickets are not included in the price quoted by the third-party provider, and Radford University will be purchasing them, the tickets need to be purchased through Christopherson Business Travel. When arranging travel logistics, including flights, hotels, transportation, and excursions, you must collaborate with the Education Abroad Coordinator prior to making any bookings.

- Travel Warnings
 - Programs being proposed in a location with a Travel Warning as published by the U.S. Department of State (<http://travel.state.gov>) must submit a [petition](#) to MCGEE prior to developing the program. Contact MCGEE with any questions on the petition process.

- Living Arrangements
 - No more than three students per room are allowed.
 - Students are not allowed to share a bed.
 - Provide information as to where the group will be housed and what the meal arrangements will be, especially how students with specific dietary needs are accommodated.
 - Address provisions for adequate sanitation, food, water, and housing safety.
 - If host families will be used, discuss the screening/selection process.

- Safety
 - Elaborate on any known risks, such as communicable diseases present in the area (e.g. malaria, hepatitis, avian flu, etc.), high crime rates, and unsafe local transportation students may use in their free time, etc.
 - Discuss any safety measures that will be in place to minimize these risks.

Section IX: Projected Enrollment

- List the desired minimum and maximum number of participants. Note that faculty-led programs must enroll the minimum number of students in the pre-approved budget in order to ensure that break-even analysis is met. The minimum number of students enrolled may vary depending on the program, so please keep in mind that this will have a direct effect on the cost of the program.
- All program advertisements must include a disclaimer regarding enrollment and pricing such as: “The final price of the program will depend on participant enrollment”.

Section X: Program Budget

- Make an appointment with the Education Abroad Coordinator at the very beginning of the process. During the meeting, a detailed program budget will be created utilizing the approved budget template (provided during the meeting). However, in preparation for the meeting, you should gather as much current information as possible regarding the expected expenses prior, during, and after the program. It is expected that you will bring current source documentation for the expenses that will be included in the budget. Estimated information is accepted, but it must be current. Please note that all expenses must be accounted for in the budget.
- Disclose and provide documentation on all types of funding (both internal and external) being applied for, or expected to be received, for this program. This includes in-kind and other non-monetary funding.
- Important reminders:
 - Any excess funds will be allocated to the university’s general funds.
 - Faculty-led programs cannot operate on a deficit.
 - Once a program price has been advertised, it cannot be changed.

Section XI: Programming Upon Return to Radford University

- If you receive any funding that has a post-program requirement, please make sure this is completed. Failure to complete any requirements may exclude you from future funding and participation.
- Please consider opportunities to share the faculty-led program experience with the Radford University community. Examples may include a photo gallery and display, an art exhibit, a colloquium, presentations or a documentary film. Projects should highlight the program as well as provide students with an opportunity to share their experiences with faculty, staff, and students. If interested, please include information about potential events within this proposal as well.
- MCGEE also encourages returning faculty leaders to get involved on international-related initiatives on campus.

Section XII: Application Deadline

- Proposals should be submitted 8-12 months in advance of the planned departure date whenever possible. The earlier a program proposal is submitted and approved, the more time that can be dedicated to promoting the program.

Section XIII: Departmental and Dean Approval Form

- Print out “Department and Dean Approval Form” and obtain the required Department Chair/School Director and Dean signature(s). Please note that if the course will be cross-listed, you will also need to obtain the signature(s) of the Department Chair/School Director and Dean for the school in which the cross-listed course is housed.

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DEPARTMENT AND DEAN APPROVAL FORM

Please obtain the following supporting signatures and include this page with your application materials.

Faculty Leader: _____

Program Name: _____

Term: _____

I hereby certify that: (1) the program above falls under my College/School; (2) I have read the program proposal presented to me, and (3) that I approve it.

Dept. Chair/School Director Signature: _____

Dean Signature: _____

Dept. Chair/School Director Name: _____

Dean Name: _____

Dept./School Name: _____

College: _____

Date: _____

Date: _____

If the course will be cross-listed with another department(s), please obtain the following signatures.

Dept. Chair/School Director Signature: _____

Dean Signature: _____

Dept. Chair/School Director Name: _____

Dean Name: _____

Dept./School Name: _____

College: _____

Date: _____

Date: _____

If this is a graduate course, please obtain the signature of the Dean of the College of Graduate Studies.

Dean Signature: _____

Dean Name: _____

Date: _____