

# Global Classroom

## Center for Global Education Faculty-Led Program Proposal

\*Proposal is due 1 year prior to departure. Full timeline is below

Congratulations! You want to take students abroad. At this point, you have discussed your program with your Dean and Department Chair and have determined your learning outcomes for the abroad program.

Once complete, please return to:

Dena Roberts, Associate Director of Faculty Led Programs

Center for Global Education

Email – [Droberts1@butler.edu](mailto:Droberts1@butler.edu)

**\*Attach a draft itinerary and syllabus\***

### FACULTY INFORMATION

Primary Faculty Director Name: \_\_\_\_\_ Title: \_\_\_\_\_

Academic Department: \_\_\_\_\_ Email: \_\_\_\_\_

Campus Phone: \_\_\_\_\_

Describe your experience taking students abroad or motivation to take students abroad. Also, what is your experience in the proposed country?

### FACULTY CO-DIRECTOR / TEACHING ASSISTANT (optional)

Co-Faculty Director Name: \_\_\_\_\_ Title: \_\_\_\_\_

Academic Department: \_\_\_\_\_ Email: \_\_\_\_\_

Will this person have teaching responsibilities? \_\_\_\_\_ Campus Phone: \_\_\_\_\_

Describe your experience taking students abroad or motivation to take students abroad. Also, what is your experience in the proposed country?

### PROGRAM DESCRIPTION

Study Abroad Program Title: \_\_\_\_\_

Program City, Country (list all): \_\_\_\_\_

Provide a brief description of the program. Including: Course content, travel plans and any unique features of the program. The educational outcomes must be comparable to the outcomes of a course offered on-campus.

...continue from previous page

Proposed Course(s) (list all cross-listings)

	Department & Course Number	Section (SAFL)	Course Title	Number of credits
Example	ED 409	SAFL	Education Abroad	3
Course #1				
Course #2				

Note: Your department will need to request the course after the program is approved.

Who can participate in this course (pre-reqs)? \_\_\_\_\_

Program Term

Program Start Date (DD/MM/YYYY): \_\_\_\_\_ Program End Date: \_\_\_\_\_

\*Dates should reflect when the program starts in-country.

What is the travel advisory level of the country you will be visiting (See [US State Department](#))? \_\_\_\_\_

Is a visa required of program participants?

Are there any immunization requirements (For recommendations, see [CDC](#))?

If yes, please list: \_\_\_\_\_

Are there any physically strenuous activities of which students should be aware?

\_\_\_\_\_

How many students do you expect to recruit? \_\_\_\_\_

What is the maximum amount of students you can take? \_\_\_\_\_

PROGRAM MANAGEMENT

If you plan to work with an overseas institution, or other in-country contacts, list their name(s) and contact information:

\_\_\_\_\_

[Third-Party Providers](#) can provide various degrees of assistance and assume risks. Their involvement can range from low involvement (arranging transportation/hotels) to high involvement (assisting with designing the program and providing an on-site resident director)

Do you plan to use a Third-Party Provider for services in the host country\*?

\*CGE recommends that you use a Third-Party Provider for risk management purposes.

If **Yes or Maybe**, please provide the below information and we can obtain proposals from a few different Third-Party providers. Proposals do not mean that you are required to use the service.

Name of Third-Party Provider (if known): \_\_\_\_\_

Accommodations for Faculty and Student Preference:

Should meals be included in lodging?

Transportation:

Do you want students to purchase their own international airfare or do you want a group flight?

\*CGE can help to arrange a group flight with our travel agent.

What mode of transportation do you prefer in-country?

Cultural Activities (Explain what cultural activities will be included in your program):

#### FAMILY

Will any of your or your co-faculty family members be accompanying you abroad?

Are they 18 years or younger?

#### BUDGET

All of the faculty-led budgets will be housed under CGE and we will process all of the deposits, payments and stipends. During a future meeting, we create a budget based on the full program costs. Items that will be listed on the budget:

- \$50 per student credit sponsorship fee for each college that houses the credit and supports the program
- \$250 study abroad fee
- 10% contingency to every budget which is intended as revenue for the university, but can be used for emergencies.
- A Faculty salary matrix will be used to determine a stipend.
- If a faculty member thinks they can recruit 8-12 students for a program, we will budget on 10 and set that as the price, even if the faculty member recruits 13.

#### APPROVAL

My signature below attests that I have reviewed the proposal and course syllabi and approve them for the study abroad program. Any significant adjustments to the approved proposal and course, including program director, will require a new proposal.

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Department Chair Name

Department Chair Signature

Date

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Dean of School Name

Dean of School Signature

Date

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Once complete, please return to:

Dena Roberts, Associate Director of Faculty Led Programs

Center for Global Education

Email – [Dlroberts1@butler.edu](mailto:Dlroberts1@butler.edu)

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## Steps to create a Faculty-Led Study Abroad program at Butler University

	Steps		Deadline	Date
1.	Program Development	<input type="checkbox"/> Develop preliminary idea and framework for your program <input type="checkbox"/> Discuss with Dean & Department Chair <input type="checkbox"/> Schedule a meeting with Dena Roberts, CGE	16 months prior to departure	
2.	Program Development	<input type="checkbox"/> Obtain proposals from 3 <sup>rd</sup> party providers <input type="checkbox"/> Work on program logistics and costs – travel, lodging, excursions	13 – 11 months prior to departure	
3.	Program Proposal	<input type="checkbox"/> Determine course number, title and credit-hours; develop syllabus; seek new course approval, if needed <input type="checkbox"/> Submit program proposal to CGE including: Itinerary & Department approval. <input type="checkbox"/> Remove any past application websites/procedures and use CGE's new online application.	12 – 11 months prior to departure	
4.	Budget	<input type="checkbox"/> Once the program is approved, schedule a meeting with Dena to discuss your budget <input type="checkbox"/> Complete the flyer questionnaire for online application	11-10 months prior to departure	
5	Marketing	<input type="checkbox"/> <b>1<sup>st</sup> Promotional event</b> - Study Abroad Fair on Oct. 4 <sup>th</sup> from 4-7. Program and budget need to be approved prior to event <input type="checkbox"/> See Marketing guide for other marketing strategies <input type="checkbox"/> Complete the flyer questionnaire for online marketing.	8-7 months prior to departure	
6	Student Application	<input type="checkbox"/> All students must apply for the program via the online application. <input type="checkbox"/> Students submit \$500 deposit to CGE by deadline	See CGE for deadline	
7	Plan	<input type="checkbox"/> Once minimum enrollment is met & students are "Approved," then invoices can be paid. <input type="checkbox"/> Review purchasing and wire policies before items are purchased	3-2 months prior to departure	
8	Pre-departure	<input type="checkbox"/> Schedule a pre-departure session for your students <input type="checkbox"/> Attend the Mandatory Faculty Training & Review Emergency Manual from CGE <input type="checkbox"/> Complete "Travel Advance Form"	2-1 month(s) prior to departure	
9	Prior to departure	<input type="checkbox"/> Print off Medical & Emergency contact information from student's online application <input type="checkbox"/> Finalize any last minute details <input type="checkbox"/> Communicate final itinerary and changes to students	1 month – 1 week prior to departure	