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**FGCU Faculty-Led Study Abroad Program Proposal Form**

**For programs traveling in 2025**

* **Refer to the Faculty led Study Abroad Program Development Guidelines (and the Calendar of Deadlines on p. 7 to complete this form and to meet important planning deadlines).**
* **Save a Copy of this form to your computer using File and Save As**

**Section One: Faculty Leader/Co-Leader**

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| --- |
| **Primary Faculty Leader Full Name (*exactly as it appears on Passport*)**: Click here to enter text. |
| **Primary Faculty Leader UIN:** Click here to enter text.  **Phone/Email**: Click here to enter text. **College/Department**: Click here to enter text. |
| **Primary Faculty Leader Experience (*please see Guidelines for instructions, guideline #3*)**: Click here to enter text.  **Secondary Leader Full Name (*exactly as it appears on Passport*)**: Click here to enter text. |
| **Secondary Leader UIN:** Click here to enter text.  **Phone/Email**: Click here to enter text. **College/Department**: Click here to enter text. |
| **Secondary Leader Experience (*please see Guidelines for instructions, guideline #3*)**: Click here to enter text. |

**Section Two: Program Information**

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| --- | --- |
| **Program Title**: Click here to enter text. | |
| **Countries and Locations**: Click here to enter text. | |
| **Travel Abroad Dates**: Click here to enter text. **Online/On Campus Dates (if applicable)**: Click here to enter text. | |
| **Overview of Academic Program**: ***Please provide a brief overview of the program. Be sure to address the relationship between the location and the course’s content and the main activities of the program. Relationships the faculty or department have with the host country can be described here as well as any other linkages the program will have to research, scholarship, or other university activities.*** | |
| Click here to enter text. | |
| **Sustainable Development Goals (SDGs): *Does your program discuss any*** [***United Nations Sustainable Development Goals***](https://sdgs.un.org/goals)***? If so, please discuss which ones and include a brief description of how covered.*** | |
| Click here to enter text. | |
| **Global Learning Outcomes: *Please state whether and how this program will enable students to develop greater cross-cultural competence, cultural humility, awareness of others, or understanding connections between local/global issues.*** | |
| Click here to enter text. | |
| **Why this program?: *Please provide the rationale for offering this program in the next academic year. Please include (a) the benefits to students and (b) ties to your department and/or college’s internationalization and academic goals. GEO can only develop a limited number of faculty-led programs each year, please be sure to use this space to make a case for your program.***  Click here to enter text.  **Is this course restricted to students from a particular major or program? If so, which ones?**: Click here to enter text. | |
| **I understand faculty leaders must interview applicants as a condition of acceptance into the program in collaboration with a member of GEO. (check box to acknowledge agreement)** | |
| Yes | |
| **Is there a Civic Engagement (Service-Learning), Graduate or Undergraduate Research, or Honors component to this program? If no, type NA. If yes, please describe**: | |
| Click here to enter text. | |
| **Check one or both program designs below**: | |
| **This program will be located primarily at a stationary campus, research station, or institute with**  **on-site housing facilities.** | |
| **This program will be mobile with stops in several locations and accommodation primarily in hotels.** | |
| **Do you have a T-card?**  Yes  No  **Please list the name of the contact in your department that is responsible for requisitions, purchase orders, etc.**: Click here to enter text. | |
|  | |

**Section Three: Logistics Planning**

GEO requires the use of a third-party provider to assist with arranging in-country logistics and provide faculty and students with support while they are traveling. GEO has a set list of providers that have been vetted and agreed to abide by FGCU’s procedures with regards to risk and safety, student support, financial commitments, and payment procedures. All of these organizations specialize in providing the critical logistical support needed to run a safe and successful program in regions across the globe. **For a current list of approved providers, please contact Dechen Albero at dalbero@fgcu.edu.**

Faculty members may identify a third-party provider not previously vetted by FGCU. GEO will facilitate the completion of the required paperwork, but if you have developed a special relationship with the partner, we may require your assistance. Note that some partners/vendors may not agree to FGCU’s terms of doing business or complete necessary forms. In this case, we will be unable to utilize their services. Programs will not be opened for student recruitment until the partner/vendor agrees to FGCU terms and conditions and submits required paperwork.

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| --- |
| **Describe arrangements (ground transportation/flights) that will be made for travel from FGCU to the program site and back:** Click here to enter text. |
| **Describe arrangements that will be made for in-country transportation:** Click here to enter text. |
| **Describe arrangements that will be made for lodging and meals for the duration of the program:** Click here to enter text. |
| |  | | --- | | **Will students be staying in private or family homes (homestays) in the destination country?** | | Yes  No |   **If yes, who is arranging the homestays and what measures have they taken to ensure safety and security?** Click here to enter text.  **List and briefly describe the program’s relationship with any other third party vendors, contacts, universities, and/or organizations:** Click here to enter text. |
| **Please list the name(s) of any specific forms or paperwork that GEO can collect from students on behalf of the program during the application process. Please attach copies of these forms to this proposal**: Click here to enter text. |
| **Attach or list a preliminary day-to-day itinerary of activities or a general description of daily activities if the itinerary is not yet set.**  Click here to enter text. |
| **Please include an itemized list of all purchases that can be made before the program travel dates (i.e. insurance, provider fees)**. *GEO* ***will handle the transactions for these purchases. Faculty will use T-cards and/or cash advances as appropriate for in-country program costs.*** |
| Click here to enter text. |

**Section Four: Program Specific Frequently Asked Questions**

***The information provided in this FAQ section will be included in program promotion information and provided to students that are applying for this program. As such, your audience for this section is potential student participants. All students that apply and are accepted as participants will be required to read these FAQs and sign an acknowledgment stating that they have read and understood them.***

**Program Costs**

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| --- |
| **What expenses are included in the program costs?** Click here to enter text. |
| Click here to enter text. |
| **What other expenses are not included in program costs?** Click here to enter text. |

**Language Requirements**

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| --- |
| **Are there any language requirements to participate on this program?** Click here to enter text. |
| **Will the program include opportunities to learn the local language?** Click here to enter text. |
|  |

**Accommodations and Meals**

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| --- |
| **What are the accommodations?**  Click here to enter text. |
| **Will I have to share a room? If so, with how many others?**  Click here to enter text. |
| **Will I have to share bathroom facilities? If so, with how many others?**  Click here to enter text. |
| **What meals are included in the trip and what meals do I have to pay for myself?** Click here to enter text. |

**Section Five: Program Safety Information**

FGCU strives to create an inclusive and supportive environment for students on and off campus. The professionals in Student Disability Services, Student Health Services, and CAPS often team with GEO and faculty-leaders to ensure all students have an opportunity to study abroad. However, it is understood that “reasonable accommodations” on campus may not be as readily available or reasonable everywhere in the world and that certain populations of our students may encounter situations abroad that run contrary to our policies of inclusion and acceptance. For the following questions, please consider the proposed program activities and their locations:

**What are the physical requirements of the program (adjustment to high altitudes, abundant walking, hill climbing, extreme temperatures, etc.)?**

Click here to enter text.

**Based on your understanding of the program location, what concerns would you have for students based on their race, ethnicity, sex, gender expression, sexual orientation, age, marital status or religion? Please keep in mind this information will be vital to assist our students in understanding and preparing for issues they may face due to their identity. While we cannot control discrimination or possible violence our students face abroad due to prejudice, with your assistance we can be sure to prepare them as best as possible.**

Click here to enter text.

**Please describe any potential safety concerns for the locations and activities you are proposing. This may include the need for specialized safety equipment, specialized training, exposure to hazardous materials or conditions, potential street crime, political unrest, etc. Please refer to the** [**CDC for health concerns**](http://wwwnc.cdc.gov/travel/destinations/list/) **and** [**USDoS for any safety concerns**](https://travel.state.gov/content/travel/en/international-travel.html) **to complete this section.**

Click here to enter text.

**I understand that faculty leaders are responsible for developing a risk mitigation strategy for their program, completing the International Risk and Safety training, and having up to date Clery and Title IX training. I agree that I and my co-leader will provide documentation of our risk mitigation strategy and complete any necessary training if our program is selected to run in the upcoming academic year. Note that your program provider should be able to assist you with developing a comprehensive risk mitigation strategy.**

Yes

**Section Six: Proposed Budget –Complete Attached Excel Document**

Excel formulas embedded to provide overall costs, cost per student and 10% contingency add on.

**Section Seven: Signatures and Approvals**

**Faculty Leaders** must submit this form electronically to [dalbero@fgcu.edu](mailto:dalbero@fgcu.edu) or in person to Cory Meneley in the Study Abroad Office (Modular 1 – Front Desk) by May 31, 2024 with Faculty Leader and Department Chair/Supervisor Signatures. Late applications will not be accepted. Please obtain the signatures of both faculty leaders and your Department Chair(s) before submitting it to the Study Abroad Office.

**Faculty:** By signing below, I attest that I have read and understood the FLSA program development guidelines and calendar of deadlines for 2025 faculty-led programs. I agree to comply with all applicable federal and state rules and regulations as well as FGCU and GEO policies and procedures. In the event that I am unable to perform my duties as a faculty leader for any reason, I agree to support GEO in finding and selecting a replacement faculty leader.

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Faculty Leader Name Faculty Leader Signature Date

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Faculty/Staff Co-Leader Name Faculty/Staff Co-Leader Signature Date

**Department Chair:** By signing below, I attest that this course abroad proposal meets the stated academic and cultural outcomes, as well as the scholastic standards of the department required for the award of state course credit as determined by the faculty. I attest that I have received and reviewed the attached course syllabus. I further attest that there are no conflicts of commitment that would preclude the Faculty Director from leading this course during the time proposed.

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Department Chair(s) or Staff Supervisor Name(s) Department Chair(s) or Staff Supervisor Signature(s) Date

**Faculty/Staff leaders from different departments should obtain signatures from each of their chairs or supervisors (sign on same line).**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Assistant VP Academic Affairs / CIO Assistant VP Academic Affairs / CIO Signature / Date

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**The Global Engagement Office will forward proposals that meet the requirements outlined in the FLSA Program Development Guidelines to Budget Managers and College Deans.**

**Budget Manager:** By signing below, I attest that I have reviewed and approved the proposed budget for this program.

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College Budget Manager Name College Budget Manager Signature Date

**Dean:** By signing below, I attest that this course abroad proposal meets its stated academic and cultural outcomes, and I approve its listing. I further approve and endorse the Faculty Director being assigned to lead this course abroad as described therein. I concur with the Department Chair’s assessment of the academic merit of the course.

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Both Deans should sign if faculty/staff leaders are from different colleges. Dean acknowledges and assumes responsibility for implementation and conduct of study abroad activity, including budget responsibility.

***College Deans: should return this form to the Global Engagement Office***