Faculty-Led Study Abroad Program PROPOSAL GUIDE

UC Santa Cruz Study Abroad, a unit of Global Engagement, believes intercultural experiences are an integral part of UC Santa Cruz education. Through academic coursework, internships and experiential learning, UC Santa Cruz Study Abroad aims to provide students the opportunity to graduate with an international experience, promote an internationalized campus that cultivates an understanding of our diverse global community, and encourage students to study, explore and engage with other cultures—to broaden their perspective and involvement in the world.

UC Santa Cruz invites new Faculty-Led Study Abroad Program Proposals for Summer 2020.

Deadline for Summer 2020: January 3, 2019
Candidates will be notified of proposal status no later than March 29, 2019

Eligibility: Faculty and lecturers are eligible to submit a faculty-led study abroad program proposal. Study Abroad will request the sponsoring department chair complete an assessment form after proposal submission. The department chair will be asked to confirm the following:

- They have thoroughly read and reviewed the proposal.
- The department intends to support the offering of the course(s) in the summer for at least the next 5 years.
- The department has considered how offering the course(s) in the summer may impact enrollments in the same course offered during the regular academic year.
- They affirm that the instructor is a skilled and highly effective at teaching, and well-suited to working in close contact with students in potentially challenging circumstances abroad.
- They affirm that the instructor is well-suited to working in close collaboration with Study Abroad to develop program logistics within an established timeline.

Proposal Workshops:
Faculty and lecturers are encouraged to attend an upcoming Faculty-Led Program Proposal Workshop, co-facilitated by the Committee on International Education (CIE) and Study Abroad.

→ Tuesday, November 27 at 3:00pm – Classroom Unit Building, Room 101
→ Monday, December 3 at 10:00am – Classroom Unit Building, Room 101
→ Thursday, December 13 at 2:00pm – Kerr Hall, Room 307
Why Submit a Proposal:
While UCSC students have a variety of study abroad options available to them, UC Santa Cruz Faculty-Led Study Abroad Programs provide students with a unique opportunity to have an international experience with UC Santa Cruz faculty while enrolled in UC Santa Cruz courses. Excursions and cultural activities are built into the program, leveraging the location to enhance learning. Many provide opportunities for students to visit non-English speaking countries while doing their coursework in English. Class sizes are small (12-25 students) allowing for an intimate learning environment. Faculty can share their knowledge and interest of another country and culture while at the same time work closely with students, helping shape their experience both in and out of the classroom through meaningful engagement abroad.

How to Submit a Proposal:
Complete and submit an online proposal form in SlugsAbroad by the deadline. Select “Create a Profile” for UCSC Faculty to login and create your profile. Once complete, log back in with your CruzID to search for “Faculty-Led Program Proposal” from the list of programs and apply for “Summer 2020.” Refer to the quick guide (below) for assistance.

Proposal Review Process
Faculty-led program proposals will be reviewed by the Faculty Senate Committee on International Education (CIE) and UC Santa Cruz Study Abroad. Prior to review, proposals will be evaluated to determine if they are complete and meet eligibility requirements. If recommended for development by CIE and Study Abroad, the course will need to undergo an accelerated CCI new course approval. Before submitting a proposal, faculty should be prepared to:

- Upload a proposed program itinerary
- Upload course syllabus
- Confirm support of Department Chair
- Confirm the program location is not listed with a “Do Not Travel” red advisory on the Department of State Travel Warning List
- Confirm the program is not a duplication of an existing UCSC or UCEAP program

Proposal review and selection will occur in three steps:

**CIE Review**
The Committee on International Education (CIE) will review and evaluate proposals based on the following criteria:
1. Target Demographic
   a. Are the target demographic and student selection criteria adequately described?
2. Academic Quality - Campus Learning Objectives (Review of course syllabus)
1. Does the proposal adequately address how the course will fulfill campus learning objectives?
2. Does the proposed course diversify and broaden pathways to timely completion of major requirements?

3. Academic Quality - International Education Learning Objectives (International components)
   a. Is there a clear and compelling justification that the chosen international site will extend and strengthen campus learning objectives?
   b. Does the proposed syllabus demonstrate that the course will leverage its international location?
   c. Are proposed cultural activities (e.g., planned interaction with local population, language training, field trips) enumerated in the itinerary? Do these activities supplement classroom training?

4. Feasibility
   a. Does the instructor possess sufficient international experience (e.g., study-abroad teaching, in-country research and/or local language fluency) to facilitate development of the proposed course?
   b. Have preliminary efforts been made by the instructor to gain the commitment of logistical and facilities support from a host institution?
   c. Are facilities and related resources at the host institution adequate for successful course implementation?
   d. Are there potentially significant safety issues at the host institution and its surroundings? Is the instructor cognizant of the need to develop a risk management plan?

Study Abroad Review

Study Abroad will conduct a final review of all proposals “recommended” by CIE. During the review process, Study Abroad may request a meeting to seek clarification or resolve any questions they have about the proposal. Pending course approval by the Committee on Courses of Instruction (CCI), “recommended” programs will be developed for summer 2020 implementation. Study Abroad will review and evaluate programs based on the following criteria:

1. Affordability
   a. Program can be implemented at a reasonable and non-prohibitive cost?
   b. Program is structured in such a way that students may access financial aid.

2. Marketing and Enrollment Management
   a. Faculty will be available beginning spring quarter, following the proposal deadline, until program departure for program development, recruitment, training, and student pre-departure orientation.
   b. Program can attain and accommodate the minimum enrollment.
c. Program will contribute to a balanced and diverse set of study abroad program offerings.
d. Program will utilize the location and include activities that will be of interest to students.
e. If identified in the proposal, the location will provide access to appropriate services and facilities.
f. Program will allow for reasonable accommodation for students with disabilities.

3. Sustainability and Capacity
   a. There is intent to lead this program for consecutive years.
   b. The program can run over multiple years.
   c. Study Abroad capacity for program management.

4. Health & Safety
   a. Location(s) has access to appropriate medical and counseling services in English.
   b. Location(s) does not have any U.S. Department of State Travel Alerts that would pose an immediate risk to the health and safety of program participants.
   c. Faculty has adequate knowledge and experience of the location in order to develop and safely lead the program.

5. Department Chair Assessment

CCI Course Approval
The Committee on Courses of Instruction (CCI) will conduct an accelerated new course approval review for the summer-session course. Consultation with CCI is recommended to determine if a new course approval or a course revision is required. Course approval is required for the program to run.

Proposal Status Definitions
Recommended: Programs “recommended” by CIE will undergo a final review by Study Abroad. Programs “recommended” by Study Abroad will developed for summer 2020 implementation through a collaborative process between the faculty and Study Abroad. Program development is contingent on course approval by the Committee on Courses of Instruction (CCI). The faculty will work closely with Study Abroad to further develop and finalize the program budget and logistics for recruitment.

Not Recommended: Programs “not recommended” by CIE and Study Abroad will not be developed. Interested faculty are encouraged to revise their proposal and resubmit the following year.

Deferred: In the event that Study Abroad recommends a program, but determines that it can not run the following summer, Study Abroad will “defer” the program to the subsequent summer.
Proposal Review Timeline
This timeline provides a brief overview from proposal submission to the start of program development.

Early January: Faculty submit proposals online by the stipulated deadline.
Mid January – Mid March: CIE and Study Abroad review proposals.
Mid March - Late March: Faculty notified of their proposal status no later than the end of March.
Faculty with “recommended” proposals will be provided instructions to submit either a new course proposal or a course revision to CCI.
April: Faculty meet with Study Abroad to begin program development.

Proposal Submission Procedures
Your proposal must include the following components:
1. SlugsAbroad Proposal Form (questions below)
2. Draft Itinerary (uploaded to your SlugsAbroad proposal form)
3. Draft course syllabus (uploaded to your SlugsAbroad proposal form)

Proposal Form
The SlugsAbroad proposal form will ask you to address the following questions:
1. Course Objectives
   a. What are the campus learning objectives of the course?
   b. What are the international education learning objectives of the course?
2. Selection of Participants
   a. Who is the target audience for this course?
   b. Who will be eligible to apply for the course?
   c. On what criteria will students be selected?
3. Implementation
   a. How will the course achieve the stated objectives?
   b. How does the course diversify and broaden pathways to timely completion of major requirements?
4. International Advantage
   a. How will the chosen international site extend and strengthen campus learning objectives?
   b. What kind of international experience/training does the program provide to students?
   c. Please provide a preliminary list of program excursions and cultural visits. Describe the academic relevance of the excursions and/or cultural visits to the course and learning objectives.
   d. Does this course provide opportunities for students to build intercultural competencies?
5. Instructor Preparation
   a. Please describe instructor’s connection with the host institution, including at least a description of preliminary efforts to gain the commitment of logistical support from the partner institution.
   b. Please describe instructor’s international experience and/or in-country and language experience that would facilitate development of the proposed course.

6. Location and Facilities
   a. Please describe the facilities and related resources of the host institution that are committed for course implementation.
   b. If interaction with the environment/site is a course objective, how do the local conditions facilitate such interactions?
   c. What specific cultural elements make it ideal to teach this course in the proposed setting?
   d. Are the resources adequate for the anticipated number of students?

7. Risk Analysis and Management Plan
   a. Please describe the potential safety issues at the host institution and its surroundings.
   b. What cultural orientation will be provided to the students pre-departure?
   c. Please describe your risk management plan. If proposal is recommended by CIE and Study Abroad, program development will include more information on risk analysis, health and safety.

Ongoing Programs
Ongoing programs will be reviewed based on the feedback from student participants, course instructors, host institution and study abroad office before subsequent offerings. If the review of first offering is positive, the program will move to a three-year review cycle, unless changing conditions warrant an earlier review.

   Objectives of the Review Process:
   1. Assessment of the extent to which the program has met its stated objectives.
   2. Improvement of implementation: logistics, planning, etc.
Eligibility Evaluation
(Early January)

- Proposal Completeness
- Preliminary Risk Evaluation
- Department Chair Commitment
- Doesn’t duplicate UCEAP

Outcomes: Eligible, Not Eligible

CIE Proposal Review
(Winter Quarter)

- Target audience and selection criteria are appropriate.
- Course supplements campus instruction and/or provides additional pathways to degree completion.
- Draft itinerary and syllabus demonstrates that course leverages international setting to meet learning objectives.
- Instructor has sufficient qualifications and contacts to offer instruction abroad.
- Facilities at the host institution are sufficient and preliminary contacts have been made (feasibility).

Outcomes: Recommended, Not Recommended

Study Abroad Office Review
(March - April)

- In-depth cost-analysis & marketability review.
- Host institution commitment verification.
- Risk Analysis.

Outcomes: Recommended, Not Recommend, Deferred

CCI New Course Review
(Spring Quarter)

- Prioritized study abroad new course review

Outcomes: Approved, Not Approved

CIE Ongoing Course Review
(1st Year, tri-annually)

- Review of program evaluations
- Review of Instructor course report

Outcomes: Committee endorsement, Suggestion for improvement, referral to Study Abroad for supplementary evaluation.
General Proposal Considerations

• Programs should be designed to accommodate a minimum of 12-25 students. Programs must meet a minimum student enrollment by the student application deadline. Otherwise, it will be cancelled. Faculty should consider minimum enrollment in the design of program, including location, student interest, and eligibility requirements. Programs that do not meet minimum enrollment for 2 years will be cancelled altogether.

• Programs can include one or two courses and can be lower or upper division. Courses that satisfy major/minor requirements or GE credit may be of more interest to students.

• Courses can be any number of units, similar to campus-based courses, but faculty should consider the appropriate credit for the length and content of the program, and seek guidance from CCI if questions arise with regard to course requirements. Faculty should also consider that students must enroll in 6 or more units in the summer to be eligible for federal and state financial aid. Students must enroll in 10 or more credits to be eligible for a Summer University Grant. Approximately 80% of UC Santa Cruz undergraduate students receive financial aid.

• Programs can be 3-5 weeks in length. Study Abroad programs are held to the same academic rigor as on-campus courses and should follow college/department course guidelines for minimum contact hours. Faculty should consider campus academic guidelines when designing a program.

• Programs do not have to follow the Summer Session calendar, but are encouraged to do so to allow flexibility to students who want or need to enroll in other summer courses.

• Programs will have standard eligibility requirements (see below).

• Faculty should consider accessibility and universal design in their program proposal (see below).

Faculty Considerations

• Faculty should have direct familiarity with the proposed program site. Language fluency required for programs in non-English speaking settings is preferred but not required.

• Programs are expected to run over multiple years. Faculty should commit to building a sustainable program that can either run every year or every other year. Faculty are urged to consider substitute faculty who would be willing and able to teach the program in an emergency.

• Faculty should be aware of the policy on accompanying family or friends while leading a faculty-led study abroad program before submitting a proposal (see below).

Additional Considerations

• All program expenses, including faculty travel expenses, are borne by students so faculty should pay special attention to minimizing program costs in the program design. Faculty
should consider how location, accommodation, guest lectures, student activities/excursions, and travel will affect overall program cost.

- Faculty responsibilities for faculty-led study abroad programs extend beyond the classroom. Depending on the program, faculty must be prepared to handle on-site emergencies, manage on-site travel and program expenses, provide on-site student support, and coordinate with local vendors, institutions or program providers. During program development and recruitment, faculty are expected to work collaboratively with Study Abroad and share in the responsibility to outreach for the program by creating informational materials, recruit and advise students, coordinate with program providers, and co-facilitate informational sessions and pre-departure orientations.

**Student Eligibility Requirements**

Standard eligibility requirements have been determined with the consideration of accessibility, enrollment management, and standardization. In the proposal, faculty should consider additional program requirements, such as existing course prerequisites. Beyond course prerequisites, faculty must provide justification for any proposed changes to the standard eligibility requirements.

To be eligible to participate in a UC Santa Cruz Faculty-Led Summer Study Abroad program, students must:

- Have a 2.5 cumulative GPA or higher.
- Be in good academic and disciplinary standing.
- Be at least 18 years old by the program start date.
- Meet any course prerequisites or other eligibility requirements specific to the program.

If the student is an international student studying at UCSC, they must have a valid U.S. visa that expires after the program end date.

If the student is a transfer student without a UCSC cumulative GPA at the time of application, their transfer GPA will be used to determine eligibility. However, the student will be required to meet the UCSC cumulative GPA requirement after their first quarter at UCSC.

**Accessibility for Students with Disabilities**

Global Engagement believes that all students should be assured equal access and opportunity. As such, Study Abroad will work closely with the UCSC Disability Resource Center and on-site staff overseas to identify and secure reasonable accommodations, if possible given the program and location, to assist any student with a documented disability to have a successful international experience. We ask that faculty consider the following when developing a faculty-led proposal:

- Accessible locations and buildings should be considered when selecting program location
Accommodation should be able to allow a single room option or be able to accommodate a personal attendant.

Proximity of mental health resources and facilities in English to the program location

Reading materials should be provided or have the option to be made available via electronic format

Slide decks be shared with students electronically in advance, if possible, to assist students with note-taking

Accompanying Faculty Family or Friends
Faculty that plan to have family and/or friends join them abroad during the program should consider the following:

- **Faculty Family Members/Friends:** UCSC reserves the right to impose limits and/or conditions on the roles, activities and presence of family members or friends who accompany Faculty. Such limits or conditions derive from programmatic concerns: health, safety, risk, academic and other concerns. In some cases, accompanying family members or friends may not be permitted to join the study abroad group for some or all activities.

- **Liability:** UCSC assumes no responsibility for accompanying family members or friends. It is the responsibility of all family members (including spouse/partner and dependent children) of the faculty to read the US State Department information sheets if they participate in any group travel by land, sea or air. The family members are responsible for their own safety.

- **Excursions:** Accompanying family members may participate in program excursions and field trips, provided that such the cost of participation is the responsibility of the family member, friend or faculty member AND that their participation in the program in no way interferes with the academic nature of the visit. Program excursions are planned to accommodate all students plus the participating faculty. If there are empty seats on the bus, boat, or other arranged travel, accompanying family members may travel with the group at no extra cost. However, at no time will a bigger or additional bus, boat or other mode of transportation be arranged in order to accommodate accompanying family members.

- **Excursion Expenses:** If participating in-group excursions, accompanying family members must separately pay all per person expenses (i.e., entrances to parks or museums, theatre tickets, etc.). In no case is program money to be used to fund family member participation in special events. If the cost for the family member is included on the group receipt, it must be deducted before the receipt is submitted for reimbursement.

- **Group Meals:** If participating in-group meals, the faculty must reimburse the program for any expenses incurred by accompanying family members if a separate bill cannot be obtained. Program money should not be used to buy meals for accompanying family members. The exception to this policy is entertainment of host institution guests to which a couple is invited for a meal. The program faculty may bring his/her spouse to such an
event and receive reimbursement for the spouse's meal, assuming the event has been included in the program budget.

- **Minor Children**: Minor children accompanying faculty must be adequately supervised at all times, by a 3rd party, and that supervision is to be managed by the faculty. The presence of minor children or other family members should not disrupt or alter the study abroad program in any way.

- **International Medical & Evacuation Insurance**: Faculty and a second program leader are provided insurance through UCSC. Accompanying family or friends are required to purchase their own health and travel insurance.

### Why Student Choose a Faculty-Led Program

UC Santa Cruz students have a variety of study abroad options available to them, including:

- **UC Education Abroad Program (UCEAP)**: UCEAP is a UC study abroad provider for all UC campuses, with over 40 countries and over 400 program options. Students can use their financial aid and earn UC credit, but must work with their departments to determine which courses, if any, can satisfy major/minor requirements.

- **Other UC Programs**: Study abroad programs offered through other UC campuses. Most are faculty-led programs, while others are direct enroll, internship, service learning, and other program types. In the summer, students can direct enroll, but during the regular academic year, students must complete an inter-campus transfer. Students can use their financial aid and earn UC credit, but must work with their departments to determine which courses, if any, can satisfy major/minor requirements.

- **Non-UC Programs**: These are programs not associated with the UC. Students apply to these programs independently and take a Leave of Absence form UC Santa Cruz to participate (except in the summer). Students may use some financial aid (federal and state, but not institutional aid), and must complete a Proposed Program Evaluation through the Office of Admissions to determine if the course they take on a non-UC program is eligible for transfer credit on their UCSC record.

When designing a faculty-led program, it is helpful to consider why some students may be more likely to choose a faculty led program as opposed to one listed above. Reasons may include:

**UCSC Faculty** – There is a known faculty leader and a student may already be familiar with the faculty, including their teaching style and/or reputation. Students may feel more comfortable going abroad with someone they view as a representative of UC Santa Cruz and have an already established relationship with.
**UCSC Course** – The program consists of existing UC Santa Cruz courses. No other study abroad options provide the same assurance of course credit than faculty-led programs. The student knows, before they even apply, what exact credit they will receive, including major/minor requirement, GE, etc.

**UCSC Program** – UCSC is familiar and there is a guarantee that enrolling in a UCSC course abroad will meet the same academic rigor and standards as can be expected if enrolling in the course on campus. For first time travelers, first generation college students or students apprehensive about travel, knowing that a faculty led program is a sanctioned UCSC program can be reassuring and provide students the comfort they need to participate.

**Division of Responsibilities**

Before submitting a faculty led study abroad program proposal, please review the following expected division of responsibilities between the faculty leader and Study Abroad.

**FACULTY LEADER**

**Pre-Departure:**

- Develops course(s) and secures campus course approvals through the Committee on Courses of Instruction (CCI) as necessary. Confirm department support.
- Once program proposal is recommended by the Committee on International Education (CIE) and Study Abroad, work in collaboration with Study Abroad on program development, including overall budget, detailed itinerary, location, accommodation, classroom facilities, safety, excursions, etc.
- Attend Faculty Leader trainings and read all materials related to training and preparing to manage a group of students abroad.
- Recruit student participants, attend campus study abroad fairs and coordinate with Study Abroad on informational sessions. Utilize connection with UCSC and other UC faculty to promote the program. Be available to meet with and advise students about the program.
- Work with Study Abroad on timely student selection process and finalizing participant list.
- Assist Study Abroad in finalizing arrangements with overseas vendors or third party providers if necessary. Put Study Abroad in communication with any overseas or partner institution contacts.
- Assist Study Abroad with the preparation of and participate in the mandatory student Pre-Departure Orientation.
While Abroad:
- Meet group upon arrival in country.
- Serve as main contact for in-country logistics.
- Confirm group's safe arrival with Study Abroad by email within first 24 hours.
- Provide on-site orientation to students that includes local safety precautions, local culture, program logistics and expectations, and emergency response plan.
- Accompany students on all program activities and excursions. Coordinate with local faculty/lecturers, institutions, vendors, and/or program providers.
- Oversee arrangements for health, safety & security of participants. Be available to students 24/7 in case of emergency or other health & safety related issues. Report incidents to Study Abroad and complete incident report form.
- Ensure overall well-being of students, including resolution of any housing or other on-site issues.
- Coordinate with UCSC campus units as needed, including Title IX, Dean of Students and CAPS.
- Makes on-site payments as budgeted, maintaining clear records and receipts of all expenditures.
- Not travel more than 2 hours away (by car or bus) from the main location of the program – independent travel should be undertaken before or after the official program dates never during “free” time on the program.

Post Program:
- Complete and submit Faculty Program Report to Study Abroad within 30 days of program completion. For all first-time programs, faculty should meet with Study Abroad to have an in-depth debrief about the program.
- Participate in any re-entry programming organized by Study Abroad, if applicable.

STUDY ABROAD
Pre-Departure:
- Conduct proposal workshops for faculty.
- Conduct faculty leader trainings & seminars.
- Finalize program budget and determine enrollment targets.
- Advertise program in print, social media, and events. Create program webpage.
- Coordinate campus info sessions with faculty.
- Manage application process: collect application materials, select students into program, and manage course enrollment. Coordinate with campus units to manage student participation, including Financial Aid, Registrar, SHC, Colleges, and Housing.
• Work with faculty to finalize arrangements with overseas vendors (e.g. housing, classroom space, etc.) and/or with third party providers.
• Develop and monitor completion of participant pre-departure requirements (e.g. visas, health clearance, waivers, etc.).
• Provide students travel details, including arrival instructions.
• Enroll students in supplemental health insurance.
• Register group with the U.S. Department of State.

**While Abroad:**
• Maintain contact with faculty regarding any problems or updates abroad. Manage emergency response plan.
• Pay program expenses as budgeted and disperses program funds to faculty leader.
• Be available to students, faculty and on-site support staff to resolve program issues, manage health and safety concerns, and provide support in emergencies.

**Post Program:**
• Reconcile post-program accounting within 30 days of program end date.
• Organize re-entry programming for participants, if applicable.
• Administer, collect and analyze faculty leader program report, student program evaluation, and course evaluations to share with CIE.
• Coordinate with CIE and faculty leader to determine if program will run subsequent summer.
How to Access the Faculty-Led Study Abroad Program Proposal

1. Log in to SlugsAbroad to create a profile by selecting “Create a Profile” under “UCSC Faculty.”
   studyabroad.ucsc.edu/slugsabroad

2. After completing your profile, log out and log back in using the CruzID Login.

3. Select “Search Programs” from the top toolbar and search for “Faculty Led Program Proposal.” Select “Summer 2020” from the Options drop-down menu.

   Search Programs

   Any program that requires a Waiver/Consent Form will be marked with the icon

   Search Filters

   Keywords: 
   Institution: 
   Field of Study: 
   Language of Instruction: 
   Term(s): [Fall 2023]
   Countries of Program:

   Apply Search Clear

   Results: 1-21 of 39

   Provider: UCSC
   Program Info: Faculty Led Program Proposal
   Host Institution: Santa Cruz, United States
   Languages: 
   Term: Summer 2020
   Options: Apply for Summer 2020

4. Complete all sections of the proposal and submit.