**Faculty-led Proposal Form**

**Program**

Title (5 words or less) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location(s) (city, country) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Faculty Leader(s)**Note: OIE requires that an ***alternate*** is identified who can replace the faculty leader and assistant, and fulfill responsibilities (teach, chaperone, etc.) should an unforeseen circumstance arise. Please consult and identify these individuals below.

|  |  |  |  |
| --- | --- | --- | --- |
| **Program Leadership** | **Name** | **Title** | **Email** |
| Faculty Leader |  |  |  |
| Faculty Leader or Assistant\* |  |  |  |
| Alternate Faculty Leader |  |  |  |
| Alternate Faculty Leader or Assistant\* |  |  |  |

\* If the program contains courses taught by more than one department, please submit a [faculty-led Program Approval Form](file:///\\stoutfs.uwstout.edu\asa.international$\STUDY%20ABROAD\Faculty-led%20Programs\2019-20%20Proposal%20Process\Faculty-led%20Program%20Approval%20Form%202018-19.docx) for each.

**Dates**

* Travel Dates: \_\_\_\_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_\_\_ to: \_\_\_\_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_\_\_
* Course Dates: \_\_\_\_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_\_\_ to: \_\_\_\_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_\_\_

Some things to consider when deciding dates:

* Course start and end dates must be in the same term when the program is offered.
* Grades will need to be submitted within 3 days of the course end date.
* Course overloads will need to be approved by your Department Chair.

**Course Offering(s)**

List all courses including graduate level. Please note the following:

* The [Degree Audit Program Substitution/Waiver Form](https://liveuwstout.sharepoint.com/sites/2024/Pages/Degree-Audit-Program-SubstitutionWaiver-Form.aspx) must be completed for any substitution requests and approval submitted with this proposal.
* OIE cannot market your program until all courses for your program are approved.
* The faculty of record must be the faculty teaching the course.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Course Title** | **Course #** | **# of credits** | **Pre-requisites** | **Approved by** [**CIC**](http://www.uwstout.edu/curr/committees/cic/index.cfm)  **Y or N** | **One-or-Two Time Course Approval**  **Y or N** |
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**Interdisciplinary Programs**

Is this course interdisciplinary? Yes \_\_\_\_ No\_\_\_\_

If yes, which departments were consulted? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please provide the names of the Program Director(s) and Department Chair(s) you have consulted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Global Perspective (GLP) Requirement**

Does this course already fulfill the Global Perspective Requirement? Yes \_\_\_\_ No\_\_\_\_   
In order to broaden your target market, the OIE now requires that all faculty-led ***international*** programs fulfill the Global Perspectives Requirement. If the course has not been pre-approved, please complete the [Sample RESGLP Course Worksheet](https://liveuwstout.sharepoint.com/:w:/r/sites/2009/_layouts/15/Doc.aspx?sourcedoc=%7bd24ddef5-0db0-4306-847f-6a97a29aacd1%7d&action=default) and submit it to OIE with this application. The RESGLP Committee will review your request during their next meeting and notify you of any necessary edits/once approval is granted. In the meantime, OIE will indicate that the course is “GLP approval pending.”

**Target Market**

Which general education requirements, if applicable, does this program satisfy? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Which undergraduate or graduate academic programs require this course? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Special Non-Degree-Seeking Students**

Community members, alumni or students from other universities can participate on UW-Stout study abroad programs as Special Non-Degree-Seeking Students. This can be a great recruitment tool for your program. Will you allow non-UW-Stout students to participate on this program? Yes \_\_\_\_ No\_\_\_\_

**Credit-Hour Definition Requirements**

Courses offered off-campus are required to maintain the standards established by the [Higher Learning Commission (HLC)](https://www.hlcommission.org/Policies/assignment-of-credits.html). To meet UW-Stout’s [credit hour definition](http://bulletin.uwstout.edu/content.php?catoid=6&navoid=100), a minimum of 135 hours (45 direct contact hours and 90 out-of-class hours) must be maintained per 3-credit course. On faculty-led programs, this typically equates to one week per credit hour; thus, a 45-hour work/study week would need to be achieved. To fulfill this requirement, it is highly recommended for programs to be abroad/away for the minimum one week per credit hour; however, course dates (contact hours) prior to and post the travel component will also be considered. Please ensure that your syllabus reflects adherence to HLC requirements.

* Does your program meet the credit hour requirements? Yes \_\_\_\_ No\_\_\_\_

**Marketing**

Marketing your program is essential to the success of securing the minimum number of students required to carry out your program. Please check at least 5 marketing events that you will carry out during the recruitment process.

\_\_\_\_\_ Conduct info sessions and incentivize students to attend info sessions conducted by OIE

\_\_\_\_\_ 5-minute program pitches in your classroom & your colleagues’ classrooms

\_\_\_\_\_ Promote on applicable social media (Facebook, Connect, Snapchat, Instagram pages)

\_\_\_\_\_ Contact & send promotional materials to colleagues at other schools to recruit their students

\_\_\_\_\_ Attend the next Study Abroad Fair (start of fall/spring term) to provide information

\_\_\_\_\_ Recruit through study abroad alumni (OIE will provide guidance)

**Budget**

Please refer to the [budget template](file:///\\stoutfs.uwstout.edu\asa.international$\STUDY%20ABROAD\Faculty-led%20Programs\2019-20%20Proposal%20Process\Budget%20Template%202019-2020.xlsx) and plan to meet with the OIE to develop your program’s budget.