**Faculty-led Proposal Form**

**Program**

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

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

**Faculty Leader(s) and Assistant(s)**

* OIE requires that alternate faculty leaders/assistants be identified who can replace the original faculty leaders/assistants and fulfill responsibilities (teach, chaperone, etc.) should any unforeseen circumstances arise. Please consult with and identify these individuals below.
* Please consider an academic staff member as an assistant. For example, an Advisement Center Adviser or Admissions Recruiter could serve in this role and bring back knowledge to the campus about study abroad and recruit prospective students for future programs.

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

\* If the program involves courses taught by more than one faculty, please include all names on the same proposal form. Additional rows for names may be inserted.

**Dates**

Some things to consider when choosing dates:

* Course start and end dates must be in the same term when the program is offered.
* Grades need to be submitted within 3 days of the course end date.
* Course overloads need to be approved by the Department Chair.
* Course dates should meet UW-Stout’s credit-hour definition. On faculty-led programs, it typically equates to 1 week per credit hour (see the [Credit-Hour Definition Requirements](http://bulletin.uwstout.edu/content.php?catoid=6&navoid=100) section).

Travel Dates: \_\_\_\_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_\_\_ to: \_\_\_\_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_\_\_

Course Dates: \_\_\_\_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_\_\_ to: \_\_\_\_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_\_\_

**Course Offering(s)**

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

* OIE cannot market your program until all courses for your program are approved.
* The faculty of record must be the faculty teaching the course.
* Any pre-reqs noted in the system must be stated below. Please indicate “IW” following the pre-req if it can be waived.
* Indicate below if the course is repeatable. If not, please plan to work with students to seek other solutions. One option may be a course substitution (see final bullet); otherwise, they are handled on a case-by-case basis. Contact OIE to discuss options.
* Summer programs: Students must have 6 credits in summer to be considered for financial aid. OIE encourages faculty to collaborate across programs to offer 6 credits. If 6 credits are impossible and students wish to use financial aid, they must enroll in a 3-credit course separate from the faculty-led program.
* Substitutions: A [Degree Audit Program Substitution/Waiver Form](https://liveuwstout.sharepoint.com/sites/2024/Pages/Degree-Audit-Program-SubstitutionWaiver-Form.aspx) could be completed by a student when the student returns from the program and the course shows up on his/her transcript. The student would need to work with his/her individual Program Director or Minor Advisor to determine how the course could fit with his/her program plan.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Course Title\*** | **Course prefix and #** | **# of credits** | **Pre-reqs**  **Check system for pre-reqs and indicate “IW” if it can be waived** | **Is this course repeatable? Y or N** | **Approved by** [**CIC**](http://www.uwstout.edu/curr/committees/cic/index.cfm)**?**  **Y or N** | **One-or-Two Time Course Approval?**  **Y or N** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

\* If the program contains courses taught by more than one department, please include all courses on the same proposal form. Additional rows for names may be inserted.

**Interdisciplinary Program**

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, OIE recommends (but does not require) that 3-credit faculty-led international programs fulfill the GLP 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 proposal. The RESGLP Committee will review your request during their next meeting and notify you of any necessary edits and/or once approval is granted. In the meantime, OIE will indicate that the course is “GLP approval pending.”

**Target Market**

Which [University Requirements](https://www.uwstout.edu/university-requirements), if applicable, do(es) the course(s) satisfy?

Course: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**General Education:** **RES-A** 🞎

Communication Skills 🞎 **RES-B** 🞎

Analytic Reasoning and Natural Sciences 🞎 **Global Perspective** 🞎

Arts and Humanities 🞎 Which undergraduate or graduate programs

Social and Behavioral Sciences 🞎 require or accept this course? List all majors, minors,

Cross-Disciplinary Issues 🞎 and/or concentrations.

Social Responsibility and Ethical Reasoning 🞎 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Course: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**General Education:** **RES-A** 🞎

Communication Skills 🞎 **RES-B** 🞎

Analytic Reasoning and Natural Sciences 🞎 **Global Perspective** 🞎

Arts and Humanities 🞎 Which undergraduate or graduate programs

Social and Behavioral Sciences 🞎 require or accept this course? List all majors, minors,

Cross-Disciplinary Issues 🞎 and/or concentrations.

Social Responsibility and Ethical Reasoning 🞎 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Inclusion and Accommodation**If you do not use the OIE Faculty-Led Program Itinerary template, in which accommodation is addressed (e.g., you wish to create your own itinerary document or you use one provided by a partner or third-party provider), use the lines below to address this issue. Namely, to provide students with disabilities the most accurate and complete information possible on study abroad/away accommodation possibilities, please provide any relevant information related to the conditions or the course requirements/activities for each day. When doing so, (1) consider the six primary types of disabilities (chronic system, hearing, learning and attentional, mobility, psychiatric, and vision) and (2) note any aspect relevant for students to consider.

*Example: Guided hike to remote historical site – activity involves 4 hours of walking over uneven terrain, some of which skirts a steep cliff (in those areas, a rope fence separates the trail from the drop-off); final portion of the return hike may include walking in low light (at dusk)*

The information you provide will be summarized and shared on the program’s webpage in the Itinerary section. For more information on Stout disability policies and support, contact [Disability Services](mailto:disabilityservices@uwstout.edu). Consider discussing your program’s design with Disability Services, as it is a good way to gather feedback to ensure your program is as inclusive and accessible as possible.

For tips on designing and implementing inclusive and accessible study abroad/away programs, check out the resources available at Mobility International USA (such as this [tip sheet](https://www.miusa.org/resource/tipsheet/facultyled)) and the comprehensive materials provided by the University of Minnesota’s Access Abroad (such as this [webpage](https://umabroad.umn.edu/professionals/accessabroad/resources-for-program-leaders)).

**Special Non-Degree-Seeking Students**

Community members, alumni, or students from other universities can participate in UW-Stout study abroad programs as Special Non-Degree-Seeking Students. It can be a great recruitment tool for your program.   
Will you allow non-UW-Stout students to participate in 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, it typically equates to 1 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 a program to be abroad/away for the minimum 1 week per credit hour; however, course dates (contact hours) prior to and post travel can also be considered. Please ensure that your syllabus reflects adherence to HLC requirements.   
Does your program meet the credit hour requirements? Yes \_\_\_\_ No\_\_\_\_

**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 OIE to develop your program’s budget.

**Attractive Program Overview**

Please submit a Program Overview to market your program online. The overview should be written to excite your prospective student audience (1 - 3 brief paragraphs suggested).

|  |
| --- |
|  |