**Faculty-led Proposal Form**

**Program**

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

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

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

* OIE requires that ***alternate*** faculty leaders/assistants are identified who can replace 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/recruit prospective students for future programs.

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| **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 faculty, please include all names on the same proposal form. Additional rows for names may be inserted.

**Dates**

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 dates should meet UW-Stout’s [credit hour definition](http://bulletin.uwstout.edu/content.php?catoid=6&navoid=100). On faculty-led programs, this typically equates to one week per credit hour (see the Credit-Hour Definition Requirements section).

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

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

**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.
* 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 course is repeatable. If not, please plan to work with students to seek other solutions. Options may be a course substitute (see first bullet above) or Independent Study. For Independent Study, students will need to complete the [Independent Study Application](https://liveuwstout.sharepoint.com/sites/2024/Pages/Independent-Study-Application-Graduate-Undergraduate.aspx).
* Summer programs: Students must have 6 credits in summer to be considered for financial aid. We encourage faculty to collaborate across programs to offer 6 credits. If 6 credits are not possible and students wish to use financial aid, they will need to enroll in a 3-credit course separate from the faculty-led program.

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| **Course Title\*** | **Course prefix and #** | **# of credits** | **Pre-reqs** **Check system for pre-reqs & indicate “IW” if it can be waived.** | **Is this course repeatable?** | **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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\* 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 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**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/%3Aw%3A/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 [University Requirements](https://www.uwstout.edu/university-requirements), if applicable, does this course(s) satisfy?

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

**General Education:** **RES-A** 🞎

Communication Skills 🞎 **RES-B** 🞎

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

Arts & Humanities 🞎 Which undergraduate or graduate programs

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

Cross-disciplinary Issues 🞎 concentrations.

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

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

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

**General Education:** **RES-A** 🞎

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

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**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\_\_\_\_**

**Budget**

Please refer to the [budget template](file:///%5C%5Cstoutfs.uwstout.edu%5Casa.international%24%5CSTUDY%20ABROAD%5CFaculty-led%20Programs%5C2019-20%20Proposal%20Process%5CBudget%20Template%202019-2020.xlsx) and plan to meet with the OIE to develop your program’s budget.

**Attractive Program Overview**

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

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