

**2021-2022 Learning Abroad Faculty-Led Program Proposal***For new programs and/or programs in new locations*

Learning Abroad is committed to providing learning opportunities within the academic mission of the University of Houston (UH) that are accesible to our unique student body. Faculty-led programs are the bedrock of Learning Abroad Programs at UH; over fifty percent of UH students that participate in learning abroad do so through a faculty-led program. UH is committed to providing a learning environment that not only promotes the safety and well-being of its students but also an environment conducive for students to develop to their fullest potential.

We invite faculty, with the support of their department chairs and deans, to submit proposals for programs offered in 2021-2022. Per the Office of the Provost, all faculty led programs abroad must be approved by and registered with Learning Abroad. Incomplete proposals will not be accepted. Please contact Learning Abroad if you have any questions.

**SUBMISSION DEADLINE FOR FALL/WINTER PROGRAMS: June 1, 2021**

**SUBMISSION DEADLINE FOR SPRING PROGRAMS: August 6, 2021**

**SUBMISSION DEADLINE FOR SUMMER PROGRAMS: October 15, 2021**

Please note that programs must be approved in order for students to apply for IES scholarship support. Programs also must be approved in order to table at the spring and fall Learning Abroad Fairs. Exceptions for tabling at the fall fair in advance of program approval will be done on a case by case basis.

**A complete proposal includes:**

* Completed proposal form signed by your department chair and dean. Programs with two faculty from different departments require signatures from both department chairs and deans.
* Syllabus
* Tentative program agenda/itinerary. The agenda should include dates in all locations, including excursions. A final itinerary must be submitted to Learning Abroad at least two weeks prior to the program.

**IMPORTANT NOTES:**

1. UH does not allow University sponsored and/or organized programs abroad to Level 3 (“Reconsider Travel”) advisory destinations as designated by the U.S. Department of State unless authorization is granted by the Provost. There is a separate authorization form which must be submitted with this proposal for program authorization. More details can be found here: http://www.uh.edu/learningabroad/faculty-staff-resources/
2. All programs must be approved before recruiting students.
3. All faculty program leaders are required by the Office of the Provost to annually attend a Risk Management Workshop hosted by Learning Abroad annually in order to be eligible to lead a UH program.
4. **Minimum GPA requirements**. Students must meet the minimum good academic and disciplinary standing (2.0 undergraduate, 3.0 graduate).
5. **Financial delinquency.** Students with financial delinquency holds on their accounts may not participate in Learning Abroad programs.
6. **Contact hours**. Per Texas Higher Education Coordinating Board (THECB) standards, all courses offered in a shortened format will consist of the same number of contact hours, normally 45-48, as courses offered in a regular or summer session. Per THECB guidelines, students cannot receive more than one credit hour per week of class. Pre- or post-travel class sessions will be scheduled to attain the required minimum length standard. (i.e. three weeks, three credits) (THECB Rule 4.6)

**GENERAL INFORMATION**

**Faculty/Staff Director:**

Name: Click here to enter text. Title: Click here to enter text.

College: Click here to enter text. Department: Click here to enter text.

Phone: Click here to enter text. Email: Click here to enter text.

**Other UH participating faculty/staff members**: (add additional lines as needed):

Name: Click here to enter text. Title: Click here to enter text.

College: Click here to enter text. Department: Click here to enter text.

Phone: Click here to enter text. Email: Click here to enter text.

Do you anticipate any guest lecturers providing instruction to the students? If so, please list their name and contact information below.

Click here to enter text.

Do you anticipate needing support staff (ie. a teaching assistant, graduate assistant, or program manager) for this program? If so, please list their name and contact information below.

Click here to enter text.

**Program Information**

Program title: Click here to enter text.

Dates Abroad: Click here to enter a date. to Click here to enter a date.

Location(s): Click here to enter text.

Program term/year: Click here to enter text.

Program Travel Logistics Provider/Company: Click here to enter text.

Minimum number of participants: Click here to enter text.

Maximum number of participants: Click here to enter text.

Will this be a recurring program? How frequent? Click here to enter text.

Is this program an optional or required travel component associated with a course taught at UH? If so, which course, and which term? Click here to enter text.

**Courses to be taught abroad\*:**

Please include cross-listed and reciprocal exchange holding courses if applicable.

Course prefix and number: Click here to enter text.

Course title: Click here to enter text.

Number of course credits (Student Credit Hours/SCHs): Click here to enter text.

Contact hours (the university standard is 15 contact hours per credit hour): Click here to enter text.

Faculty of record for this course: Click here to enter text.

Course prefix and number: Click here to enter text.

Course title: Click here to enter text.

SCHs: Click here to enter text.

Contact hours (the university standard is 15 contact hours per credit hour): Click here to enter text.

Faculty of record for this course: Click here to enter text.

Add additional courses if necessary

Click here to enter text.

Click here to enter text.

Click here to enter text.

\* If less than 50% of the course is taught abroad, please note the contact hours abroad and contact hours in residence.

**PROGRAM DETAILS**

**Rationale for Conducting Course Abroad**

1. Describe the rationale for choosing the course and location(s). How are location(s) relevant to the course? What are the learning outcomes for the course(s)?

Click here to enter text.

1. Please describe all proposed excursions (day or overnight trips outside program location) and their connection to the academic intent of the program.

Click here to enter text.

**Safety and Security**

1. Please describe any health, safety, or security considerations related to the location you are proposing and how it may impact the program. Please refer to the U.S. Department of State Travel alerts and warnings: <https://travel.state.gov/content/passports/en/alertswarnings.html>.

Click here to enter text.

1. What is the U.S. Department of State advisory level for the country and or countries in which the program will take place?

Click here to enter text.

1. Describe the precautionary measures that the faculty director will take to mitigate risk. Please identify onsite support staff that will assist in emergencies (i.e. tour leader, local university contact, third party provider) if relevant.

Click here to enter text.

1. Please describe means of transportation onsite and/or to any program excursion.

Click here to enter text.

1. What is your experience in the proposed location(s)? When was the last time you visited this location?

Click here to enter text.

1. What is your cell phone number? All faculty must have a cell phone by which they can be reached for the duration of the program.

Click here to enter text.

**FACULTY/STAFF LEADER AGREEMENT**

|  |  |
| --- | --- |
| Activity | Description |
| **Faculty Requirements*****Please check all boxes to indicate agreement*** | * UH courses abroad must be directly facilitated by a person holding a full-time UH faculty title (i.e. Assistant Professor, Associate Professor, Instructor, Clinical Professor, etc.).
* Faculty leaders must read and acknowledge the Texas Higher Education Coordinating Board (THECB) Standards for out-of-country courses.
* Faculty/staff leaders must attend a Risk Management Workshop hosted by Learning Abroad.
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| **Program Development** | Learning Abroad can help faculty identify partner institutions abroad which may help arrange or host components of the program. It is strongly recommended that faculty leaders begin planning 12-18 months in advance. There must be a contract in place with program providers/vendors.  |
| **Program Approval** | Faculty must complete the Faculty-Led Proposal Form and receive approval from Learning Abroad in **advance of recruiting students**.  |
| **Program Logistics Provider** | Faculty must inform Learning Abroad of the contracted custom program logistics provider or company after the formal university bidding process has taken place. |
| **Program Recruitment** | Once approved, Learning Abroad will assist faculty leaders promote programs through advising sessions, social media, flyers and Learning Abroad Fairs.  |
| **Faculty Training** | **Faculty leaders must attend the Risk Management Workshop hosted by Learning Abroad annually.** Sessions will be offered in the fall and spring. The training covers emergency preparedness, student conduct, wellness, insurance coverage and Title IX and Clery Act reporting requirements.  |
| **Insurance and enrollment** | Faculty leaders must work with Learning Abroad to ensure all students participating in the program are registered with Learning Abroad and have enrolled in CISI insurance. |
| **Pre-departure and Onsite orientation** | **All faculty are required to hold at least one pre-departure orientation and one onsite orientation.** Learning Abroad must present on health and safety at one of your pre-departure orientations; please allow 30-45 minutes. |
| **Emergency Response** | Faculty leaders provide 24/7 emergency support for the duration of the program abroad. Learning Abroad will assist faculty to develop an emergency response and communication plan. All faculty leaders are required to have a cell phone on-site for emergency and ensure Learning Abroad has this information. |
| **Post Program Evaluation and support** | Learning Abroad will provide each student with a program evaluation and ask faculty to encourage students to complete. The evaluation results will be shared with you upon request in order to strengthen future programs.  |

I have read and understand my responsibilities as a faculty leader for a program abroad. I agree to fulfill the requirements set forth above:

**Name** (print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name** (print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**The Texas Higher Education Coordinating Board (THECB) is mandated by law to certify courses taught abroad. For more information, please visit the THECB** [**website**](http://www.thecb.state.tx.us/index.cfm?objectid=A59E7FE5-D25E-36E4-D2F734648BFC4B6E)**.** Please review the guidelines on the next page and acknowledge that you have read and understand them as they pertain to your program.

**TEXAS HIGHER EDUCATION COORDINATING BOARD**

**Standards for New Out-of-State and Out-of-Country Courses**

1. All students enrolled will meet institutional standards for admission and will be actually admitted to the institution, or one of the participating institutions in an approved Texas Consortium.

2. All students enrolled will pay the appropriate tuition and fees for their residency category. Financial aid will be available to students registering in foreign classes on the same basis as for on-campus students.

3. Instruction will be provided by faculty of the institution or a consortium institution and will be supervised and evaluated according to institutional policies. Exception will be made only to take advantage of uniquely qualified personnel at the out-of-state location.

4. Each course is on the approved main course inventory of the institution, is a part of an approved degree or certification program, and is justified in terms of academic, cultural, or other resources available at the specified location.

5. Instruction will conform to all relevant academic policies. All classes will conform to workload and enrollment requirements, contact hour/credit ratio, and similar matters.

6. Courses will not offer credit for activities undertaken primarily for travel, recreation, or pleasure.

7. Minimum enrollments will conform to the same standards applicable were the class to be offered on campus.

8. Multi-course offerings will meet the standards and criteria outlined in Approval of Distance Education, including Off-Campus Courses and Programs.

9. Advertising and marketing for out-of-state and foreign classes will emphasize the instructional nature of the classes, and not create the impression that they are primarily credit-for-travel experiences.

10. Faculty and staff will not realize unusual perquisites or financial gain for teaching out-of-state or foreign classes.

11. Except for funds specifically appropriated for international activities (e.g., state incentive programs, scholarships, etc.), state funds will not be used for faculty or student travel, meals and lodging, or other incidental expenses.

12. Free tickets for travel, accommodations, or other expenses provided by travel agents, carriers, or hotels will be used in direct support of the instructional program and will not be used as gifts to faculty, staff, or their families.

13. State funds will not be used to offer courses or credits by instructional telecommunications to reception sites outside state boundaries and will not be submitted for formula funding.

14. All courses offered in a shortened format will consist of the same number of contact hours, normally 45-48, as courses offered in a regular or summer session. Students will not carry more courses at a time in a shortened format than will give them total credit of one semester credit hour per week of instruction. (CB Rules 4.6). Pre- or post-travel class sessions will be scheduled to attain the required minimum length standard.

**PROGRAM APPROVAL**

All programs must receive approvals from Department Business Administrator, College Business Administrator, Department Chair, and Dean before Learning Abroad will accept and review for safety concerns, contact hours, and program viability. The following signatures indicate that the proposed program and/or course(s) to be taught abroad meet department and college standards and are approved to be taught abroad. If the program is cross-listed, that Department Business Administrator, College Business Administrator, Department Chair, and must approve the program.

DBA Department Date

CBA College Date

Department Chair Department Date

Dean College Date

DBA Department Date

CBA College Date

Department Chair Department Date

Dean College Date

**Approved by Learning Abroad:**

Maggie Mahoney Date

Assistant Director, Learning Abroad

Michael Pelletier Date

Executive Director, Institute of Global Engagement

**All documents should be submitted to Learning Abroad via email (****learningabroad@uh.edu****) or via inter-campus mail to H2039. The most successful programs work both with the College and Learning Abroad for development.**

For questions about completing or starting a proposal, please contact Learning Abroad:

**E. W. Cullen Building, Suite 105**

**4302 University Drive**

**Houston, TX 77204**

**713-743-9167**

**learningabroad@uh.edu**

[**www.uh.edu/learningabroad**](http://www.uh.edu/learningabroad)