



New Faculty-Led Study Abroad Program Recommendation Form

Thank you for your interest in faculty-led study abroad programs at UWL! To create a new program, faculty leaders must complete this form and submit it along with their full program proposal to their Department Chair(s) and college/school Dean respectively. Full program proposal instructions are attached to this form and can also be found on the International Education & Engagement (IEE) website. At any time during the recommendation/approval process, please do not hesitate to contact IEE (international@uwlax.edu) or the faculty-led programs coordinator directly with questions. The criteria used by the Chair and Dean in their respective recommendations/approvals may include:

- academic merit
- strategic objectives of the department/college
- likelihood of sufficient student enrollment
- student accessibility (physical, financial, etc)
- diversity of program array within the College and University (# of single department programs, content area, site selection, etc.)

Faculty leaders, Chairs, and Deans are encouraged to consult with IEE frequently throughout the recommendation process to ensure the above criteria can be achieved.

Faculty leaders should aim to follow the timeline below to complete the recommendation process. Sufficient time (about a year in advance) is needed for IEE to assist with student recruitment and program logistics. Faculty leaders who do not follow the timeline below risk having their program delayed and/or cancelled due to insufficient time for student recruitment and preparation. This completed recommendation form should ultimately be forwarded by the faculty leader and/or Dean to IEE by the dates below.

Term to be offered	Consultation with IEE	Program Proposal & Recommendation Form due to Chair	Program Proposal & Recommendation Form due to Dean	Full Program Proposal & Recommendation Form due to IEE
Summer	Prior to February 1 (of the previous year)	February 1 (of the previous year)	February 15	March 1

Winter or Spring Break	Prior to October 1 (of the previous year)	October 1 (of the previous year)	October 15	November 1
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Part 1: Faculty Leaders

Please provide the following information with as much detail as possible. The information you supply may eventually be utilized on your electronic program brochure and application for students.

1. Have you consulted with an IEE staff member to develop your proposed program? Yes No

Program Information:

1. Overall Program Title (What would you like your program to be called?):

2. Program Overview (What do you want students to know about your program? What would interest students about this program? What are the academic, cultural, or location-specific highlights?)

3. Maximum Student Enrollment Limit (What is the maximum number of students you would like to take on this program?):*

****Final enrollment will be confirmed by IEE during the budget process. Faculty salary and benefits are pro-rated if program has less than 12 students. A minimum enrollment of 12 committed students is needed unless approved by the Provost.***

Course #1 Information

- a. Is this a new course? (Has it been taught on campus before?) Yes No
- b. If yes, has the Undergraduate Curriculum Committee (UCC) approved it? Yes No
1. Instructor name and title for Course #1:

2. Course number & name:

3. Has this course been taught abroad? Yes No
 - a. If yes, by whom and what year?
4. Is this course cross-listed? Yes No
 - a. If yes, list course and department:
 - b. If yes, have you contacted the cross-listed department? Yes No
 - a. Instructor(s) contacted:

5. Course description (can be from course catalog, faculty syllabus, or new description):

6. Credit Hours: 1 2 3 Other, please explain:

7. Year to be offered:

8. Term: Winter Summer Spring Break

9. Prerequisite requirements: Yes No

a. If yes, describe:

10. Additional course information (if needed):

Course #2 Information (if applicable):

11. Instructor name and title for Course #2:

12. Course number & name:

13. Is this a new course? (Has it been taught on campus before?) Yes No

14. If yes, has the Undergraduate Curriculum Committee approved it? Yes No

15. Has this course been taught abroad before? Yes No

16. If yes, by whom and what year?

17. Is this course cross-listed? Yes No

a. If yes, list course and department:

b. If yes, have you contacted the cross-listed department? Yes No

Instructor(s) contacted:

18. Course description (can be from course catalog, faculty syllabus, or new description):

16. Credit Hours: 1 2 3 Other, please explain:

17. Year to be offered:

18. Term: Winter Summer Spring Break

19. Prerequisite requirements: No Yes

b. If yes, describe:

20. Additional course information (if needed):

Additional Course Offering

1. If a student applicant has already taken one of the courses listed above, do you intend to offer an independent study course?* Yes No

a. If yes, what is the course name & number?

**If yes, please ensure you have the proper approval from both your Chair and Dean.*

Travel Information

1. Tentative Departure Date (for students):

2. Tentative Program End Date (for students):

3. Arrival city/location abroad (where will program start):

4. Departure city/location abroad (where will program end):

5. Countries/cities/destinations to be visited during program (please list all possible):

6. Will you be flying with students or meeting them in the destination abroad?

Will fly with students

Will meet students in*

****While IEE can help arrange group flights for students from specific locations, students may feel more comfortable traveling on the same flight as their faculty leader(s).***

7. Departure date for faculty (if different than students)
8. Program End Date for faculty (if different than students)
 - a. If arriving before students or leaving after, where will the faculty leader(s) stay?

9. Additional travel information (if needed):

10. Are any of the faculty leaders planning to bring a family member (i.e. child, spouse, partner, etc.)?
 Yes No

b. If yes, who:*

****Faculty leaders are always welcome to bring family members but are responsible to pay all costs associated directly to the program provider and/or partner institution. UWL/IEE cannot in any way cover family member expenses. Please visit [faculty-led guidelines for more details](#).***

Housing Information

1. Where will students stay for the duration of the program?*

****This does not need to be an exact location at this time. Please provide as much information as possible about the style of accommodations (apartment, hostel, hotel, residence hall arranged through a partner institution, etc.).***

2. Do the faculty leaders plan to stay in the same location and/or accommodation style as students?
a. Yes No

- b. If no, please provide as much information as possible about where you will be staying*

**Faculty are not required to stay in the same location/accommodation style as their students but they need to be readily available and accessible for any student emergencies. Faculty may need to pay for any housing upgrades out-of-pocket.*

Accessibility Information

1. Please describe what the learning environment might look like for students in this program. Where will class be held every day? What might a typical class look like (lecture, discussion, project-based, etc.)? What types of assignments/assessments could a student expect to complete?
2. In collaboration with IEE, how do you plan to encourage students to join this program? How would you like to reach interested students?
3. In considering financial accessibility, were any other locations considered that would still achieve the program objectives? If so, why was the intended location selected?

4. In collaboration with IEE, how would you like to accept students on this program? Considering students still need to meet the prerequisites for your specific class, do you plan to accept all students who submit an application (within your maximum group size) or will there be a selection process?

5. What support do you need from IEE to help you run a successful program?

Faculty Leader(s) Signature

Recommendation Form completed by:

Faculty Signature

Print

Date

Faculty Signature

Print

Date

Part 2: Academic Department Chair(s)

Thank you very much for reviewing this recommendation form for a reoccurring faculty-led study abroad program in your academic department. Your support for all international programs at UWL is truly appreciated.

1. Please list all other known faculty-led study abroad programs (new or recurring) in your department for the same academic year & term:

2. As department chair(s), this program is: Recommended Not Recommended
3. Please provide any additional comments about your decision (if necessary):

4. If recommended, please submit this form to the Dean of your College/School.

Chair Signature Print Date

Chair Signature Print Date

Part 3: College/School Dean(s)

Thank you very much for reviewing this recommendation form for a reoccurring faculty-led study abroad program in your college/school. Your support for all international programs at UWL is truly appreciated.

1. Please list all other known faculty-led study abroad programs (new or recurring) in your college/school for the same academic year & term:

2. As college/school dean(s), this program is: Recommended Not Recommended
3. Please provide any additional comments about your decision (if necessary):

4. If recommended, please submit this form and the full program proposal to the faculty-led programs coordinator directly or International Education & Engagement at international@uwlax.edu.

Dean Signature Print Date

Dean Signature Print Date

Process

Pending recommendation, the faculty leader(s) and/or Dean should forward this recommendation form to International Education & Engagement (IEE) at international@uwlax.edu. IEE will then contact the faculty leader(s) with the next steps. If you have any questions about this form or this process, please contact International Education & Engagement at 608-785-8016.

Thank you for your interest and support!