

## Faculty-Led Study Abroad Approval Process

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The following timeline is a guide for faculty seeking approval from WORLD to lead programs abroad. The timeline and associated procedures assist faculty and WORLD to:

- a. Execute internal and external logistics for programming and budgeting
  - b. Identify and forecast risk and risk management protocols, and responsibility associated with (group) travel in non-U.S. locations
  - c. Apply protocols and policies to ensure student safety and security
  - d. Integrate standards for high-impact engagement abroad using [Forum on Education Abroad's Standards of Good Practice for Education Abroad](#) and the [Code of Ethics for Education Abroad](#)
  - e. Align student learning outcomes and teaching learning outcomes with geographically/culturally-appropriate locations
  - f. Evaluate elements of global learning using best practice [frameworks](#); and
  - g. Market the course, program or activity to recruit students effectively.
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### STETSON UNIVERSITY'S COMMITMENT TO STUDY ABROAD

*Stetson University offers Faculty-Led Study Abroad over the course of the academic year, ranging from winter and Spring Break offerings to courses over multiple weeks during May-July. As a high-impact practice, Study Abroad promotes [global learning](#), the process of diverse people analyzing and addressing complex problems that transcend borders. In turn, global learning nurtures habits of mind of global citizens – global community engagement, diversity and inclusion, environmental responsibility, and social justice. Global Citizenship is a core value of Stetson University's mission to prepare students to be informed, active, and engaged citizens of both local communities and the world.*

#### A GLOBAL CITIZEN

- Articulates her own values in the context of personal identities and recognizes diverse and potentially conflicting positions vis-à-vis complex social and civic problems [[AWARENESS](#)]
- Understands the interactions of multiple worldviews, experiences, histories, and power structures on an issue or set of issues [[UNDERSTANDING](#)]
- Gains and applies deep knowledge of the differential effects of human organizations and actions on global systems [[APPLICATION](#)]
- Applies knowledge and skills gained through general education, the major, and co-curricular experiences to address complex, contemporary global issues [[APPLICATION](#)]
- Initiates meaningful interaction with people from other cultures in the context of a complex problem or opportunity [[ACTION](#)]
- Takes informed and responsible action to address ethical, social, and environmental challenges [[ACTION](#)]

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The ideal timeline initiates at least one year prior to implementation of the faculty-led program.

<b>MONTH 13 (MAR):</b>	<b>WORLD hosts Lunch &amp; Learn: <a href="#">How to Plan and Fund a Study Abroad Program</a></b> <ul style="list-style-type: none"><li>○ Faculty participate in discussion with WORLD staff and experienced Study Abroad faculty on developing and implementing international courses and programs: proposal/approval processes, financial modeling, risk management, marketing, etc.</li></ul>
<b>MONTH 12-8 (APR-AUG):</b>	<b>Faculty meets with WORLD staff to discuss program</b> <ul style="list-style-type: none"><li>○ Faculty and WORLD staff discuss proposed course, location, dates, activities in proposed location to enhance/complement the academic content, budget, and marketing/recruitment plan</li><li>○ Faculty and WORLD staff discuss Study Abroad Approval Process and deadlines</li><li>○ Faculty submits program description and syllabus to academic unit(s) for approvals (per process in academic units process):<ul style="list-style-type: none"><li>▪ <i>College of Arts &amp; Sciences:</i> Proposal review by school/college curriculum committee (dean sits on committee as <i>ex officio</i> member)</li><li>▪ See IUPUI Taxonomy as example for assessing Study Abroad courses and learning experiences - <a href="http://abroad.iupui.edu/doc/develop-program/study_abroad_taxonomy.pdf">http://abroad.iupui.edu/doc/develop-program/study_abroad_taxonomy.pdf</a>)</li></ul></li><li>○ WORLD sends program bids to at least 2-3 providers (if applicable)</li><li>○ WORLD receives provider proposal bids (about 3-4 week timeframe to receive)</li><li>○ Faculty reviews bids to determine best fit for their course</li><li>○ WORLD initiates contract vetting and approval process</li></ul>
<b>MONTH 11-7 (MAY-SEPT):</b>	<b>Deadline for online Faculty-Led Study Abroad Application due Sept. 15</b> <ul style="list-style-type: none"><li>○ Faculty member initiates online Study Abroad application in <a href="#">Terra Dotta</a><ul style="list-style-type: none"><li>▪ basic program logistics (dates, location, number of students, etc.)</li><li>▪ proposed abroad course</li><li>▪ description and syllabus</li><li>▪ how program location enhances the academic content</li><li>▪ alignment with Stetson's mission and core values</li><li>▪ proposed budget</li></ul></li><li>○ WORLD receives formal approval from department chair <u>and</u> college/school dean completes application process<ul style="list-style-type: none"><li>▪ <i>College of Arts &amp; Sciences:</i> Curriculum committee representative submits note of formal approval to WORLD</li></ul></li><li>○ WORLD staff reviews online application to ensure consistency with guiding principles: <i>proposed program is safe, compliant, financially sound, and realistic</i></li></ul>

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### MONTH 6 (Oct):

#### WORLD provides written approval of proposed program

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- WORLD vets provider contract with Stetson Risk Management and Legal
- Provost endorses provider contract
- WORLD develops marketing materials to promote the program
- WORLD assists faculty with marketing and recruitment strategies including information and classroom sessions
- WORLD creates customized online student application in Terra Dotta
- WORLD provides faculty with access to student application submissions
- WORLD encourages faculty leaders to participate in Global Citizenship Fair
- Students apply for Spring international learning [scholarships](#) (deadline Oct. 1)

### MONTH 5-1 (Nov-Apr):

#### WORLD provides other administrative/logistical support

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- WORLD manages Study Abroad budget
- WORLD collects student payments
- WORLD pays program providers
- Students apply for Summer/Fall international learning [scholarships](#) (deadline Feb. 15)
- WORLD hosts pre-departure orientation for students; reviews Study Abroad Handbook
- WORLD hosts pre-departure orientation for faculty; reviews Faculty-Led Study Abroad Handbook