Faculty Led Study Abroad Proposal Request Part 1:

**(\*) Indicates the question is required.**

1. Name  (\*)

Please enter your full name as it appears on your passport.

2. What is your 800 Number with Stetson  (\*)

(numeric data only: 0-9 and decimal point)

3. Are there any other Stetson University faculty members co-planning this course?  (\*)

If "Yes", please list name(s), department(s), college(s), and 800 number(s) . Please be sure that you and your partners only submit ONE proposal form for the proposed course.

  Please select one  Yes  No

4. Do you have any preferences for an accompanying faculty member or graduate student?

Please list in preferential order the name(s) and department(s) of any Stetson University graduate students you would like to request accompany the group (or leave this field blank).

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5. Are you proposing an international or domestic study program?  (\*)

  Please select one  Domestic (USA)  International (Non-USA)  Program will include both Domestic and International locations

6. Proposed Program Location(s)  (\*)

Please list all cities and countries you plan to lead this program.

**4000** characters left

7. Has this program been offered in the past?  (\*)

If "Yes", please indicate when.

  Please select one  Yes  No

8. Do you plan to use a study abroad provider or is this a homegrown program?  (\*)

WORLD will reach out to study abroad providers (2-4 providers) to obtain bids on the program proposal. Study abroad program providers will handle all the logistic coordination of your program while maintaining your academic integrity. They can also work with your personal contact.  
Homegrown programs rely 100% on the faculty coordinating the overseas program logistics and have a higher liability for the university. Utilizing a program provider is strongly encouraged.

  Please select one  Study Abroad Provider  Homegrown

9. Have you initiated contact with any travel agents/tour or study abroad providers?  (\*)

If "Yes", please provide their contact information.  
If you prefer a specific study abroad provider, please select "yes" and write the "(provider name)- preferred"

  Please select one  Yes  No

10. What term would you like to run this course?  (\*)

For example: Spring 2022, Spring Break 2022, Summer 2022, Fall 2021, Fall Break 2021; Winter Break 2021

11. What are your preferred program dates?  (\*)

The academic calendar is available online at https://www.stetson.edu/administration/registrar/academic-calendars.php  
If your travel dates are flexible, please include a range of dates/times. If there are dates that must be avoided, please indicate note that as well. Our providers will accommodate dates to the best of their ability but may recommend alternative dates to lower the cost of the program or because of logistical reasons.  
Please make sure to factor in your arrival and departure dates as travel can sometimes take an entire day.

12. Course type  (\*)

Please list the course type for the class you wish to teach abroad.

  Please select one  New Course Offering  Recurring Offering

13. Is this pre-existing course already approved?  (\*)

If "No," please keep in mind that you will be responsible for the extra paperwork needed to add this course to the Stetson University catalog, so please consult your Chair as soon as possible. WORLD cannot complete this process for you, and the program will not be approved to offer to students until you submit verification that the new course has been approved.

  Please select one  Yes  No

14. Course Number  (\*)

If the course has not yet been approved, please write the proposed information.

15. Course Name  (\*)

If the course has not yet been approved, please write the proposed information.

16. Credits  (\*)

If the course has not yet been approved, please write the proposed information.

17. Are there any course pre-requisites?  (\*)

  Please select one  Yes  No

18. Please include a description of the course.  (\*)

This description will be posted on the WORLD program page on the web site.

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19. Proposed Minimum Number of Students  (\*)

Please keep in mind that the final student numbers depend on the course budget and student-to-staff ratios as determined by WORLD based upon program specifics.

20. Proposed Maximum Number of Students  (\*)

Please keep in mind that the final student numbers depend on the course budget and student-to-staff ratios as determined by WORLD based upon program specifics.

21. Which student population are you targeting?  (\*)

Please mark all that apply. Please hold the "Ctrl" key to select multiple options.

  Freshmen  Sophomores  Juniors  Seniors  Graduate Students

22. Is your course open to non-Stetson University students?  (\*)

  Please select one  Yes  No

23. Minimum GPA  (\*)

The study abroad minimum is good academic standing (2.0 undergraduate and 3.0 graduate). Faculty directors are encouraged to set their GPA eligibility requirement at the lowest appropriate level in order to provide the greatest access to study abroad among our students.

24. Are letters of recommendation required for student participants?  (\*)

  Please select one  Yes  No

25. Are there any additional admission requirements?  (\*)

  Please select one  Yes  No

26. Will this course only be offered to students in one college or major?  (\*)

If "Yes", please include which college or major. Please note that programs inclusive of students from different colleges/schools and academic programs are especially encouraged.

  Please select one  Yes  No

27. Please attach a course syllabus.  (\*)

Please be sure that the syllabus contains the following information: course objectives, learning outcomes/goals, assigned readings/texts (please denote which ones are to be purchased by the students), Assignments for undergraduates/graduates (clearly show the difference if open to both levels), Daily Itinerary (briefly demonstrating academic content related to location abroad and general list of places you plan to visit).  
  
You can attach a file by clicking on the "Document Center" icon (it looks like a yellow folder) below and browsing to the file from your computer. Try using Google Chrome on a PC if you are unable to get this function to work.

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28. Please provide a detailed itinerary or list of locations you want included in the program.

You may also email the itinerary or attach it here. You can attach a file by clicking on the "Document Center" icon (it looks like a yellow folder) below and browsing to the file from your computer. Try using Google Chrome on a PC if you are unable to get this function to work.

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29. Will a course from the host institution abroad be offered?  (\*)

  Please select one  Yes  No

30. If a course from the host institution is offered, will all students be required to enroll in it?  (\*)

If "yes", please include the transfer course name and the course description.

  Please select one  Yes  No

Faculty Led Study Abroad Proposal Request Part 2:

**(\*) Indicates the question is required.**

1. Are you physically and/or culturally familiar with each of your proposed locations?  (\*)

If not, would someone be going who is?

  Please select one  Yes  No

2. Do you speak the common language of the destination(s)?  (\*)

If "no", will you have a Stetson University staff or require a local translator?

  Please select one  Yes  No

3. Will there be a service or service-learning component to your proposed trip?

If "yes," please describe.

  Please select one  Yes  No

4. Please write (or attach) a short essay explaining the Academic Fit for your proposed program.  (\*)

Please answer the following questions in your essay:  
-Why is study abroad important for the course learning goals?  
-Why should this course be taught abroad, rather than on campus?  
-How does this course fit into your department, college, and/or institutional strategic goals? What makes it a good fit for Stetson University?

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5. How will you promote Cultural Engagement during this program?  (\*)

Please write (or attach) a short essay that answers the following questions:  
-How will you, as the professor, ensure that the students engage in the local culture?  
-Will students have significant opportunities to positively interact with locals, and if so, where/when they will meet these locals during your itinerary?  
-How will you work to sustain collaborative partnerships that you build with faculty/staff during this trip after you've returned home?

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6. How will this course and its abroad component be a good fit for Stetson's Values?  (\*)

Please describe how this course fits into Stetson's primary values of Global Citizenship, Intellectual Development, and Personal Growth.

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Faculty Led Study Abroad Proposal Request Part 3:

**(\*) Indicates the question is required.**

1. Please write (or attach) a short essay explaining the Academic Fit for your proposed program.  (\*)

Please answer the following questions in your essay:  
-Why is study abroad important for the course learning goals?  
-Why should this course be taught abroad, rather than on campus?  
-How does this course fit into your department, college, and/or institutional strategic goals? What makes it a good fit for Stetson University?

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2. How will you promote Cultural Engagement during this program?  (\*)

Please write (or attach) a short essay that answers the following questions:  
-How will you, as the professor, ensure that the students engage in the local culture?  
-Will students have significant opportunities to positively interact with locals, and if so, where/when they will meet these locals during your itinerary?  
-How will you work to sustain collaborative partnerships that you build with faculty/staff during this trip after you've returned home?

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3. How will this course and its abroad component be a good fit for Stetson's Values?  (\*)

Please describe how this course fits into Stetson's primary values of Global Citizenship, Intellectual Development, and Personal Growth.