

# Summer Study Abroad Faculty-Led Proposal

Please complete all fields and supply supporting documentation. Download and save this PDF to your computer to complete the form electronically. Fill out text fields, save, and rename the file. Please submit the completed form via email to Mely Fitzgerald (mely.fitzgerald@ucr.edu). Submission deadline is August 31, 2016.

## Program/Course Information

Program Promotional Title \_\_\_\_\_ Country \_\_\_\_\_ City \_\_\_\_\_

Proposed Program Dates: **5 weeks**  Summer Session 1 (June 26-July 29, 2017)  Summer Session 2 (July 31-September 2, 2017) **7 weeks**  Summer Session 6 (June 26-August 12, 2017)  Summer Session 7 (July 31-September 16, 2017)

Courses must be listed in 2016/2017 UCR General Catalogue. Coursework must total 8 or more units.

First Course Title and Number (number of units): \_\_\_\_\_ **S/NC Permitted**  
 YES  NO

Second Course Title and Number (number of units): \_\_\_\_\_  YES  NO

## Faculty Information

Faculty Name \_\_\_\_\_ Academic Appointment \_\_\_\_\_ Department \_\_\_\_\_

Email \_\_\_\_\_ Campus Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Other Phone \_\_\_\_\_

What are your contact preferences?  email  campus phone  cell phone  other phone  other (specify) \_\_\_\_\_

Provide a list of prior experiences leading students in off-campus academic programs or activities.

Faculty Signature \_\_\_\_\_ Date \_\_\_\_\_

## DEPARTMENT INFORMATION/APPROVAL

Department Chair Comments:

Department Chair Name \_\_\_\_\_ Department Chair Signature \_\_\_\_\_ Date \_\_\_\_\_

## **Program Supporting Details**

**Program Description:** Provide a 1-2 paragraph description to be used for marketing materials and website. Please include language requirement, if any.

**Program Narrative:** Please provide a narrative of your interest in leading a group of students in an off-campus location, the rationale for location (advantages of teaching the proposed courses and advantages of your proposal as compared to existing UCEAP or UC summer study abroad programs), on-site affiliations (your experience living, working, or traveling in proposed location, language fluency, resources), and what you find to be valuable about students' cross-cultural learning opportunities.

**On-site Support:** (a) explanation of on-site support needs; (b) rationale for a on-site staff; and, (c) list of contacts in the host country, including academic and logistical contacts.

**Course Description:** Please list the course description for two courses( eight units, e.g., two 4-unit courses or one 5-unit and one 3-unit).

**Program Supporting Details continued....**

Rationale for Courses: (a) Specify which courses fulfill major, minor or general education (or breadth) requirements and describe required pre-requisites. (b) Does the course cater to a wide constituency or is cross-listed with another department? (c) Will any of these courses be offered during the 2016-17 Academic Year, Summer Sessions, and/or follow in a sequence of a prerequisite course offered in winter or spring?

Student Recruitment Plan: Identify target audiences and describe strategies for recruiting students from UCR, UC, and other institutions.

**Program Logistics**

If known, please provide program logistics information.

**Amenities:** Please identify what amenities are available on the program.

Library  YES  NO Laundry  YES  NO Computer Lab/Printer  YES  NO Wi-Fi access  YES  NO

If there is an extra charge for any of the amenities, please provide this information.

Walking proximity to public transportation  5min  10min  15min  20min+

**Meals:** Please identify how many meals are provided during the program. (ex., 5x/week)

Breakfast \_\_\_\_\_ Lunch \_\_\_\_\_ Dinner \_\_\_\_\_ Snacks \_\_\_\_\_

**Accommodations:** Please provide information regarding faculty and student accommodations.

Accommodation Type (hotel, hostel, dorm, etc...)	Location (city or facility name)	Proximity to academic facility (on-site, walking distance, via shuttle, etc...)
<input type="checkbox"/> faculty <input type="checkbox"/> student _____	_____	_____
<input type="checkbox"/> faculty <input type="checkbox"/> student _____	_____	_____
<input type="checkbox"/> faculty <input type="checkbox"/> student _____	_____	_____
<input type="checkbox"/> faculty <input type="checkbox"/> student _____	_____	_____
<input type="checkbox"/> faculty <input type="checkbox"/> student _____	_____	_____

**Program Logistics continued....**

**Academic Facilities:** Please provide information regarding academic facilities.

Facility Type	Location	Onsite Contact
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Excursions:** List mandatory excursions (one major excursion and 1-3 minor excursion per week) with an academic component. Please use the Program Logistics Excursion sheet if more space is needed.

Excursion Type	Location	Admission Fee	Transportation	Miscellaneous
<input type="checkbox"/> major <input type="checkbox"/> minor <input type="checkbox"/> accommodations needed	_____	_____	_____	_____
<input type="checkbox"/> major <input type="checkbox"/> minor <input type="checkbox"/> accommodations needed	_____	_____	_____	_____
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**Supporting Documentation**

*Attach supporting documentation to address the following:*

- Program Budget (please use the Excel template)
- Draft a syllabi showing a weekly breakdown of academic content and mandatory excursions, as well as, grade expectations. Please provide anticipated contact hours for each week.

**Program Logistics Excursion Continued...**

Excursion Type	Location	Admission Fee	Transportation	Miscellaneous
<input type="checkbox"/> major <input type="checkbox"/> minor <input type="checkbox"/> accommodations needed	_____	_____	_____	_____
<input type="checkbox"/> major <input type="checkbox"/> minor <input type="checkbox"/> accommodations needed	_____	_____	_____	_____
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