

## **TIPS for Completing a Proposal to Lead/Teach/Participate in a Faculty-led Study Abroad Program**

**Faculty or staff will complete one of the following 5 program proposals:**

### **1. Proposal to Offer a Faculty led Program**

For the primary faculty leader who will submit the full program proposal to include a draft itinerary, courses to be taught, etc. (Use Proposal #3 for any course/program related to the U of A Rome Center)

### **2. Proposal to Offer Course(s) on a Faculty Led Program**

For the co-leader who is submitting a course syllabus to teach in a program; this proposal refers to the proposal above.

### **3. Proposal to Offer Course(s) at the U of A Rome Center**

For a faculty member who wants to teach at the Rome Center either as part of the summer campus, as a stand-alone program that would be coordinated by the Rome Center, or during the semester.

### **4. Proposal to Offer Embedded Study Abroad Opportunities**

For the faculty who are offering an on-campus course but building in a short international travel component during the term (i.e. spring break.)

### **5. Support Role on a Faculty Led Program**

For any UA employee (faculty or staff) who will be participating in the program as a support to the lead faculty.

**Select the appropriate proposal and then click on “Apply Now”**

**You will want to have the following items on hand when you complete the proposal:**

1. Have a scanned copy of your passport ready to upload.
2. Have prepared (or know that you will need) to upload the intended course syllabi.
3. For repeat programs, have prepared to upload a 1-2 page final report addressing any concerns or actions that should be taken to improve program quality, safety or the overall student experience.
4. If there are any photos of housing, accommodations, enriching academic experiences, there will be a section for you to upload them if you choose.

### **U of A Rome Campus:**

Rome Summer Campus: With approval from the chair and college dean, faculty may propose to offer 1-2 courses during the 5 week Session I term. Those who wish to offer a stand-alone program using the Rome Center facilities and staff should designate a “program lead” to complete the Program Request. Those who just want to offer 1-2 courses as part of the existing summer campus curriculum need only complete the Faculty Participant and Course Information.

UA Semester in Rome: Faculty must consult closely with their department head and dean’s office about their proposal to teach in Rome for one semester. The typical teaching load would be 2 classes. If approved, the faculty member would be responsible for the active recruiting of students. With minimum enrollment confirmed, the program would cover the international airfare from XNA to Rome and housing for the semester (1 bedroom apartment.).

## **Tips on Application Questionnaires**

Passport Information: be prepared to upload a copy of the first page of your passport.

Faculty are usually requesting to teach 3-6 hours. But sometimes, they ask for an additional course to be set up in UA Connect if they anticipate a special request (i.e. making a grad level class or an independent study available.)

For repeat programs: Please be prepared to upload 1-2 page final report addressing any concerns or actions that should be taken to improve program quality, safety or the overall student experience.

Course Approval Form: This is a pdf document that you will need to print out and circulate for signature to your chair and then the dean's office. You should be prepared to attach the program description and your course syllabi since this approval provides the initial permission for salary compensation contingent on sufficient enrollment.

## **Tips of Signature Documents**

Study Abroad Responsibilities Confirmation: All participating faculty are required to read and digitally "sign" this document.

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For questions, please email [hogsabrd@uark.edu](mailto:hogsabrd@uark.edu) or call us at 479-575-7582.