

Completing the Proposal: A Section-by-Section Guide

**A section with an asterisk indicates rough information can be provided and fine-tuned during the development process if unknown at this time.*

Part 1: Program Sponsor Overview

This section captures the nomination information, proposed start and end date, locations, and the time of program.

- a. **Program Title Naming Convention:** “USF [Location] [Subject Area/Topic]” ie “USF London Accounting” “USF Spain Socio-Cultural Perspectives on Health”
- b. **Program Dates:** Please be sure to consult the USF academic calendar when setting the start and end date. While programs may be opened as “alternative calendar,” programs should not cut into the on campus
- c. **Types of Program:**
 - a. **Stand Alone:** The courses associated with the overseas experience are only for students who are participating on the trip. While they may begin a few weeks before the trip and end a few weeks after (operating on the alternative calendar) this particular section of the course would not be taking place if the program did not exist. The overseas experience and the course section(s) are locked together. At least 50% of the teaching or more is taking place abroad. Additional faculty appointment is required and teaching takes place outside of the faculty’s member’s contracted teaching load.
 - b. **Embedded:** The overseas experience is developed and added to a course section that would have been taught even without the trip. Often times, this might be a semester-long course with a week-long international component at either before, during, or after the regular semester. The section being offered is considered part of the faculty member’s contracted teaching load; no additional compensation is generated.
 - c. **CEEs:** A Complimentary Embedded Experience, or CEE. Multiple courses embedding a course as an optional addition to the existing syllabus. The international experience is designed with a diverse itinerary where a variety of subject areas could feed in to the experience. Faculty need only associate one of their existing learning outcomes to the trip—even if simply using the international experience as one of the sources for a paper. No major changes are needed to existing course structures and USF faculty members do not have to travel with the group. Unlike a Stand Alone programs where a single faculty might need 12 to 20 students for the trip to go, a CEEs can pull a handful of students from across multiple courses and disciplines. The logistics are planned centrally with a lead faculty’s assistance, be the department, or another campus partner.

Part 2: Traveler Information

1. **Faculty Leader:** This information is used during the appointment process on campus as well as tracking faculty training completion as well as understanding the lead travelers background in the country of interest or traveling with students.

Please be sure to use the faculty's GEMS ID number, not their U#. The GEMS ID is used by HR and can be found by logging into GEMS.

"Will you have teaching responsibilities on the program" – will you be considered an instructor for one or all of the classes offered or does the faculty leader have a purely administrative role on the program?

2. **Additional Faculty and Staff Travelers*:** As with faculty leader information, this is needed for the appointment process and monitoring training completion. Normally, additional faculty only travel with the group once a certain recruitment threshold is reached (ie. 1 faculty travels with the group based on a minimum of 12, but once 18-20 is reached an additional traveler is added). This can have a major impact on a program budget as the cost of each additional faculty / staff traveler is pro-rated across the students.
 - a. **Additional Traveler Justification:** Some programs require the addition of more travelers due to the nature of the program, regardless of group size. Normally, this is due to issues regarding safety, logistical management, or the need to split the group at various points in the itinerary. Please be sure to provide any justification in the space provided for consideration at time of your proposal. If the accompanying traveler has teaching duties on the program, please list the offered courses for which they will be acting as the instructor or co-instructor.

Part 3: Academic Program Overview and Course Information

1. **Program Overview:** Each proposal is reviewed by the Education Abroad Advisor Council in addition to the Education Abroad Office in-order to determine how a program may fit into the up-coming year's portfolio. USF World can only develop a limited number of faculty-led experiences in a given year. The Program Overview provided information for the council to make its recommendations. Completion of the proposal does not guarantee program development.
 - a. **Overview of Academic Program:** A brief overview meant to provide context to the Advisory Council selecting our programs for development.
 - b. **"Why this program?"** The proposing faculty member's opportunity to making the case as to why their program ought to be selected for development in lieu of others being proposed.
 - c. **Program Learning Objectives**
 - d. **Will the faculty utilize online or on-campus contact hours before or after the program?**
 - e. **Program fit for majors**
 - f. **Program fit for non-majors**
 - g. **Synergies and Competition:**
 - h. **Repeat Programs:**

2. **Course Information:** What courses will be offered on the program and who will be responsible for delivering the content. For new programs, it is important to liaise with the undergraduate or graduate director and academic advisors in order to ensure that the selected courses are: currently active in the USF catalog, have strong enrollment within the department, are the best fit for the timing of the experience.

Instructor of Record: Please be sure to list the name of the faculty / traveler from Part 2 that will have teaching responsibilities for this course. If shared between two or more travelers, please indicate the rough percentage of instruction each traveler is responsible for.

3. **Advising Information:** This information is used to assist with advising and recruitment.

Part 4: Program Logistics, Planning and Budgeting

1. **Logistical Provider and Proposed Itinerary:** Departments may use this section as a worksheet, sketching out their ideal program. If a bid has already been secured from an existing partner, that may be attached. Proposals are not expected to have solid details – this is information is used to obtain bids from logistical providers. ***Please note, all programs must work with a provider licensed to operate in the country of travel including carrying liability insurance, the ability to secure housing and transportation, and oversee the legal operation of the program in-country. If faculty do not have a provider in mind, the Education Abroad Office can seek bids from known providers currently affiliated with USF. Any new educational providers will be required to sign a Vendor/Provider Agreement with USF and establish themselves as a vendor in the USF system.***
2. **Program Financials*:** Will any department funds be used to support the program costs? Will funds be earmarked for scholarships? If this information is not known please indicate “Unknown.”
3. **Marketing and Recruitment*:** Please review, no action needed. leaders are responsible for promoting their programs among target student audiences. The Education Abroad Office will assist with maintaining a program website, digital marketing assets, and general program promotion.
Faculty will be expected to provide 2 – 3 paragraphs about your program to be used on the program website and other marketing materials. Unlike the academic overview above, the key audience for this text will be potential participants. Faculty should also be ready to provided 3-5 selling points about their program. If selected, faculty leaders will have a meeting with their assigned Program Developer to discuss logistics and a portion of this meeting will be with the recruitment team at our Global Student Hub to discuss marketing
4. **Accommodations and Special Considerations***
5. **Safety Information*:** Please review, no action needed.