

## New Faculty-Led Education Abroad Programs

The UCI Study Abroad Center is so excited you are interested in offering a program abroad for UCI students. Your subject matter expertise and connections abroad will allow you to deliver a life-changing experience that will broaden student perspectives and expand their worldviews. We aim to be your partner in this endeavor and can support you throughout the entire process of offering a program abroad.

Our staff have helped hundreds of faculty develop and deliver safe, meaningful programs while allowing faculty to serve as the subject matter experts and fully immerse themselves in the experience.

### New Faculty-Led Program Information Form

This fillable PDF can help you become acquainted with the content and organize the information requested before completing the form [online](#). You will also need to upload the following documents as part of your form submission:

- [Faculty Leader Agreement, and Department Chair and Dean Endorsement Form](#) (Fillable PDF)
- A copy of the course syllabus/syllabi (if applicable)

This information will help us understand your vision and desired outcomes as well as the type of support the Study Abroad Center can provide.

Upon receipt of the New Faculty-Led Program Information Form, the Study Abroad Center will reach out to establish the next steps. Later in the program development, a thorough Site Risk Assessment will take place with the Global Risk Manager.

If you need additional support completing the forms, please contact the Study Abroad Center Director, Jeanne d'Arc Gomis ([jagomis@uci.edu](mailto:jagomis@uci.edu)).

## New Faculty-Led Program Information Form

### 1. Primary Faculty Leader Information:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

UCI Department: \_\_\_\_\_

UCI Office Address: \_\_\_\_\_

UCI Email Address: \_\_\_\_\_

UCI Phone Number: \_\_\_\_\_

#### Prior Experience Leading Educational Programs Off-Site:

Please describe your experience leading or teaching student groups in an international or domestic setting off site/away from the UCI campus.

#### Personal Experience in Program Location(s):

Briefly describe your prior experience in the program destination(s) (living, working, traveling, etc.) and your level of fluency with the local language (if not English).

### 2. Other Contacts:

#### Secondary Support Person:

UCI requires all faculty-led programs to have two UCI-affiliated leaders accompanying the group who have the capacity to supervise and support students. This could be a secondary faculty leader (co-teacher), graduate assistant, advisor or another UCI-affiliated person. If you have someone in mind, please include their contact information below.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

UCI Department: \_\_\_\_\_

UCI Office Address: \_\_\_\_\_

UCI Email Address: \_\_\_\_\_

UCI Phone Number: \_\_\_\_\_

#### Substitute Faculty Leader (if available):

UCI strongly recommends identifying a substitute faculty leader in the event that you are no longer able to lead the program. If you have someone in mind, please include their name and email address.

Name: \_\_\_\_\_ Email: \_\_\_\_\_

### 3. Course Information:

**Does your program include academic coursework/credit?**

- Yes** - please complete this section to the best of your ability.
- Undecided** - please include as many details as you can so we can better assist you.
- No (non-credit experience)** - please skip this section and move to section 4. *Program Information.*

*Note: Students are only eligible for financial aid if they maintain full-time student status (6 units during the summer or 12 units each quarter).*

**Are you planning to offer an existing UCI course(s) or create a new course(s)?**

- Existing, approved course
- New course
- Both new and existing (if more than one course)

	Course 1	Course 2 (if applicable)*
Course Name(s)		
Course Number(s)		
Units		

*\*To allow students to maintain full-time student status (6 units in the summer or 12 units each quarter), consider adding an independent study course (199) or directed group studies (e.g. UNI STU 196).*

**Is there any other information about the course(s) students need to know?** E.g. prerequisites, if prerequisite(s) can be waived, language of instruction and proficiency requirements (non-English instruction, dates of course(s) if different than travel, etc. This will help inform prospective students.

#### 4. Program Information:

We are requesting information about your tentative plan for the program. The Study Abroad Center can make recommendations and connections as you look to finalize your program.

**Program Title:** \_\_\_\_\_

**Program Term:** \_\_\_\_\_ **Year:** \_\_\_\_\_  
e.g. Summer, Fall quarter, Winter break, Winter quarter, Spring break, Spring quarter

**Program Duration:** \_\_\_\_\_

**Tentative Program Dates:** \_\_\_\_\_

**Program Location(s):**

	Location 1	Location 2 (if applicable)	Location 3 (if applicable)
Country(s):			
City(s):			

**Location Rationale:**

Briefly explain the rationale for selecting each of the proposed program locations abroad.

**Program Description:**

Briefly describe the program in terms of subject matter and learning outcomes.

**Pedagogies:**

How will the instruction and learning take place? (select any/all)

- fieldwork
- site visits
- guest lectures
- classroom lectures
- volunteering/community service
- other - please specify: \_\_\_\_\_

**Student Requirements:**

Are there any exceptional skills that will be required of student participants? Also, briefly describe any physical mobility expectations of participants (i.e. hiking, cycling, swimming, sailing, etc.). *This will help determine reasonable accommodations and allow students to decide if the program is a good fit.*

**Target Student Population & Marketing/Outreach:**

Please outline your target student population. Also, briefly describe any marketing methods and/or strategies you intend to employ to recruit potential program participants.

**Program Frequency**

How often do you plan to offer the program?

*We strongly encourage program continuity in order to offer the experience to more students and to help with program recognition and marketing in subsequent years.*

- Every year
- Every other year
- Other frequency, please explain:

**Logistical Arrangements and Support:**

Share any ideas and logistical details you have explored in each of the following categories. The information is not expected to be finalized and the Study Abroad Center can provide logistical support.

*Note: All international activities must follow the UCI Procurement Services policies and procedures. Please contact the [Office of Global Engagement](#) (OGE) for assistance with international contracts.*

**A. Onsite Program Administration and Support**

Tell us about your plans to manage the logistics and programming at the international location(s). The Study Abroad Center can connect you with potential partners based on your programming needs.

*Note: All external partners are expected to be established, licensed, insured entities that will be reviewed and approved by campus risk management.*

**B. Teaching Venues:**

**What on-site teaching venues/classrooms have you explored or are you considering? (select any/all)**

*Considerations: size, physical infrastructure/set up, audio/visual/wifi, distance from accommodation, etc.*

- university classroom space/lecture halls
- local language schools
- meeting rooms at hotels, corporate offices, etc.
- outdoor spaces (if no audio/visual is required)
- museum, tours, government offices or business establishments
- medical clinics, hospitals, laboratories, etc.
- other venues (e.g. restaurants, private transportation, etc.)
- other - please specify: \_\_\_\_\_

**C. On-Site Student Accommodations:**

**What on-site accommodations for students have you explored or are you considering? (select any/all)**

*Considerations: setup (singles, doubles, etc.), size, amenities (e.g. wifi), distance from classroom, etc.*

- homestays through a licensed homestay provider
- student dorms via an established university
- apartments (licensed)
- youth hostels (licensed)
- hotels (commercial)
- tents or other rural accommodations (for field-based programs)
- other - please specify: \_\_\_\_\_

**D. Participant Meals:**

**What are you considering for participant meals during the program? (select any/all)**

*Considerations: access to groceries/an equipped kitchen and/or affordable meals nearby, etc.*

- all group meals included in program cost
- all out-of-pocket meals
- combination of group meals and out-of-pocket meals
- not decided yet
- other - please specify: \_\_\_\_\_

**E. On-Site Transportation:**

**What in-country transportation do you anticipate utilizing? (select any/all)**

*Considerations: field trip/excursion accessibility, daily transit/mobility for program & leisure, cost, etc.*

- public transportation (bus, metro, subway, etc.)
- private transportation (hired buses, etc.)
- inter-location flights (not including flights to/from program destinations)
- taxi/uber/ride-share
- walking (urban)
- hiking (rural/non-paved trails)
- other - please specify: \_\_\_\_\_

**F. Group Activities/Excursion/Field Trips:**

**What academic and cultural activities have you explored or are you considering? (select any/all)**

*Considerations: included in program cost vs. optional/out of pocket, accessibility, etc.*

- city tour(s)
  - Please specify: \_\_\_\_\_
- museum/exhibit visit(s)
  - Please specify: \_\_\_\_\_
- historical sites
  - Please specify: \_\_\_\_\_
- organization/business workplaces (corporate offices, NGO headquarters, etc.)
  - Please specify: \_\_\_\_\_
- hospitals or clinics
  - Please specify: \_\_\_\_\_
- cultural experiences/cooking classes/local agricultural sites, etc.
  - Please specify: \_\_\_\_\_
- local events/lecture
  - Please specify: \_\_\_\_\_
- other - please specify: \_\_\_\_\_

## Health and Safety:

UCI is committed to the health and safety of all UCI community members, and the University requires a Site Risk Assessment with the Global Risk Manager to help you conduct your planned activities. If you know of any risk concerns based on your plans at this time, please share them below. For example:

- Safety of food & water
- Crime/Physical safety, as well as concerns for identity-based violence and discrimination
- Living arrangements, including room assignments, bathroom access, and security
- Safety of travel and in-country transportation
- Medical care access
- Political and environmental concerns

## 5. Estimated Program Cost:

Please estimate the cost of the program per **one student participant**. We have included a simple budget planning form on the next page if you would like to complete it. This will help market the program and allow students to determine if the program is a good fit for them. Please note that program costs will need to be approved by the appropriate dean.

At this point, your budget should **exclude** tuition, airfare to/from the program destination, travel/health insurance, passport/visa costs, faculty expenses, contingency fees, and the study abroad administrative fee (these will be estimated later).

**Per-student cost:** \$ \_\_\_\_\_

**Maximum number of students the program can accommodate:** \_\_\_\_\_

Do you have any other comments about the program costs or budgeting?



## Preliminary Program Budget Planning Form (Optional)

This form is provided to help you estimate the **per-student cost** for your new program. The line items below are common in faculty-led program budgets. Keep in mind that some costs may be variable/per-person cost (e.g. museum entry tickets) while others will be fixed costs (e.g. private bus for the entire group), which are shared regardless of the number of people.

### Number of Participants

These details can be helpful to establish in order to determine how the fixed costs will be shared.

- Maximum number of students the program can accommodate: \_\_\_\_\_
- Minimum number of students required to offer the program: \_\_\_\_\_
- **Number of students used for budgeting with fixed costs:** \_\_\_\_\_

### Preliminary Budget Exclusions

At this phase, we recommend calculating your total per-student program cost **excluding\***:

- UCI tuition (if offering coursework)
- airfare to/from the program destination
- travel/health insurance
- faculty expenses
- passport and visa cost
- study abroad administrative fee

\*These costs will be estimated later in the planning process as they may vary.

### Budget Line Items

	Per student cost
<b>Accommodations:</b> E.g. Double rooms (total cost per room/2), etc.	
<b>On-Site Transportation:</b> E.g. daily transit (e.g. metro/bus pass), group travel (e.g. private bus (fixed cost/ number of students used for budgeting), train tickets (each), etc.	
<b>Group meals:</b> E.g. Welcome/Farewell meals, breakfast at the accommodation, etc.	
<b>Entry fees for Activities/Excursions/Field Trips:</b> E.g. Museum tickets, entrance fees for a site, tour guide fee/tip, guest lecture, etc.	
<b>Teaching venue rental costs/campus access fees:</b> E.g. Hourly/daily room rate, access to library/gym/other services, etc.	
<b>Other costs:</b> <i>List, if applicable:</i>	
<b>TOTAL PER STUDENT COST:</b>	

## Faculty Leader Agreement and Department/School Endorsement Form

This document outlines the responsibilities that each party will assume in order to offer a UCI Faculty-Led program abroad including Study Abroad Center services, Faculty Leader responsibilities, sponsoring department and school responsibilities.

### Study Abroad Center Services

The Study Abroad Center can provide the following services:

- ✓ Advising services for prospective students, participants and faculty leader(s)
- ✓ Help with the program design, and budget development and management, if needed
- ✓ Risk assessment and management
- ✓ Marketing support including maintaining a program page on the Study Abroad Center website, producing flyers (print and digital), co-hosting program information sessions, utilizing other on-campus marketing channels such as social media, etc.
- ✓ Identify and connect faculty leaders to independent program providers or on-site coordinators to assist with the arrangement of program logistics (housing, in-country transportation, excursions, group meals, guest lectures, etc.)
- ✓ Enrollment management and eligibility review
- ✓ Conduct required pre-departure orientation for student participants
- ✓ Meet with Faculty Leader for required risk management information sessions
- ✓ Program evaluations and reentry programming support for participants

### Faculty Leader Responsibilities

The Faculty Leader serves as the instructor of the course(s) and is responsible for:

- ✓ Obtaining the appropriate approvals necessary to offer the course(s) and program
- ✓ The academic content including syllabus development, textbook selection, course materials, lecturing and content delivery, and assessment/grading
- ✓ Working with their school, dean, and department chair to ensure:
  - the program meets the criteria of the school in which it is offered
  - the academic rigor of the program complies with school standards
  - the pedagogy of the program is appropriate to the field and to international study
  - any program-related financial obligations will be met
- ✓ Ensuring participants attend the mandatory pre-departure and on-site orientations
- ✓ Attending the pre-departure Faculty Leader information sessions
- ✓ Integrating activities appropriate to the international location into the academic components of the program
- ✓ Promoting the program to prospective students, staff and faculty through various communication channels which may include classroom visits, email outreach, newsletter announcements, and flyer (print and digital) distribution
- ✓ Directing all prospective students to the Study Abroad Center for advising and to submit an enrollment in [UCIAbroad](#)
- ✓ Providing at least one (1) on-site orientation meeting after arrival at the program destination

- ✓ Overseeing the program delivery and welfare of the participants
- ✓ Contacting the Study Abroad Center in the event of an emergency or other challenges as needed

**Sponsoring Department and School Responsibilities**

The Department Chair and School Dean are responsible for:

- ✓ Reviewing and endorsing all academic components of the program including academic criteria, course subject matter, instructional delivery methods, and course syllabus to ensure they meet the academic standards of the department/school and are offered at the appropriate academic level
- ✓ Confirming the faculty leader is qualified to teach the content of the course(s) and supervise participants while traveling abroad
- ✓ Financial commitments and administrative coordination associated with the teaching of the course and delivery of the faculty-led program as with traditional academic programs
- ✓ Financial budgeting and oversight of the program including program, participants and faculty leader expenses
- ✓ Working with the Study Abroad Center to enforce all UCI policies including but not limited to student and faculty conduct while participating on the program

The Study Abroad Center has compiled *Considerations for Department Chairs and School Deans* as a resource to help guide Departments and Schools while reviewing a proposed faculty-led program (see Appendix 1).

**Primary Faculty Leader Signature**

**My signature below indicates that I understand my responsibilities as the Faculty Leader and agree to comply with the [Policy for International Student Activities](#) and [Procedures for Student International Activities](#) and the UCI Study Abroad Center faculty-led guidelines.**

_____	_____	_____
Faculty Leader Full Name	Faculty Leader Signature	Date

**Department Chair and School Dean Signatures**

**My signature below indicates that I understand and agree to the responsibilities of the department and school outlined above. I have evaluated and support the proposed faculty-led program, with its appropriate goals, objectives, and academic content. Our school/department will commit the necessary administrative, financial, and academic resources to support it.**

_____	_____	_____
Department Chair Full Name	Department Chair Signature	Date

_____	_____	_____
School Dean Full Name	School Dean Signature	Date

## Appendix 1: Considerations for Department Chairs and School Deans

Faculty-led education abroad programs need to be supported by their respective schools and departments. Each department and school should consider their own strategies, resources, and priorities when planning faculty-led programs. They should prepare and apply their own internal procedures for preparing and presenting student international activities.

Some considerations at the school and department levels include:

- benefits to school/department and students and how the program fits with degree and career preparation
- learning objectives and why education abroad is useful to reach these objectives
- collaboration with other schools/departments that have similar learning objectives
- syllabi that meet UCI/school/department criteria
- whether to offer a new course, existing course, or co-curricular program
- credit hours given and work required to earn those hours, including assessment
- course prerequisites (including language skill, if applicable)
- student advising appropriate to international study decisions
- marketing the program to students, recruiting students, and student refund/cancellation policies
- faculty leader compensation for course delivery (if offering a course during the summer, refer to UCI Summer Session's faculty compensation policy)
- program costs (fixed and variable) for all participants including how students and school/departments could share/divide those costs, and how much students will be charged
- student funding resources including availability of scholarships and access to financial aid (must maintain full-time student status (undergraduate: Summer – 6 units minimum and Quarter – 12 units minimum))
- qualifications of the primary faculty leader in the academic area and experience leading a group abroad
- qualifications, experience, and financial implications of partnering with Independent Program Providers to run such programs
- program assessment through student evaluations, or other measures and metrics to indicate a “successful” program
- policy regarding how students from other institutions will be able (or will not be able) to participate