**FACULTY-LED PROGRAM PROPOSAL**

**Center for Global Engagement – D’Youville University**

The FLP Proposal and all supplemental materials must be submitted to the Center for Global Engagement at GlobalEngagement@dyc.edu by the appropriate deadline. All proposals must be submitted via e-mail.

Program/Course Working Title: Click here to enter text.

Person Submitting Proposal: Click here to enter text.

Submission Date: Click here to enter text.

PROPOSAL CHECKLIST

**Faculty/Leader**

FLP Proposal form

Develop a syllabus for each course

Program provider information (proposal, itinerary, budget, etc.)

Detailed itinerary (including dates and time frames within each day)

Budget worksheet

Unsigned third party/program provider contracts or quotes/bids

**IMPORTANT:** *You must have your department chairs approve your FLP Proposal before submitting it for review.*

**Center for Global Engagement**

The Center for Global Engagement will be responsible for the following activities once the FLP proposal packet is received:

1. Approval from Office of Global Engagement
2. Approval from liability insurance carrier;
3. Assembling the finance and registration committee to meet with faculty;
4. Assisting with pre-departure orientation;
5. Student and faculty study abroad packets;
6. Emergency management;
7. Health Insurance Enrollment;
8. Assisting with marketing.

FACULTY LEADER/INSTRUCTOR OF RECORD

**Primary Faculty Leader:** Click here to enter text. **Title:** Click here to enter text.

**Telephone:** Click here to enter text. **E-mail:** Click here to enter text.

**Sponsoring Department:** Click here to enter text.

**Department Chair:** Click here to enter text. **College/School Dean:** Click here to enter text.

ADDITIONAL LEADERS

***Co-Faculty Leader***

**Name:** Click here to enter text. **Title:** Click here to enter text.

**Department:** Click here to enter text.

***Co-Faculty Leader***

**Name:** Click here to enter text. **Title:** Click here to enter text.

**Department:** Click here to enter text.

Will a logistical coordinator accompany the group (i.e. student assistant, etc.)?  YES  NO

**Name**: Click here to enter text. **Title**: Click here to enter text.

BRIEF PROGRAM DESCRIPTION

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| --- |
| Click here to enter text. |

PROGRAM LEARNING OBJECTIVES

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| --- |
| Click here to enter text. |

PROGRAM LOGISTICS

Please note that all travel to locations currently under a U.S. Department of State Travel Alert or Travel Warning must be approved by the University.

**Program Site(s) (City, Country):** Click here to enter text.

**Course Dates:** *From:* Click here to enter a date.*To:* Click here to enter a date.

**On-Site Duration (in days):** Click here to enter text.

**On-Site Dates:**

*Depart from U.S.:* Click here to enter a date.*Return to U.S.:* Click here to enter a date.

**Language Required:** Click here to enter text.

**Language Proficiency Required:** Click here to enter text.

If no language requirement, how will students cope with any language barriers?

Click here to enter text.

**Please list any experiential components of the program, including service-learning, field work, or research opportunities.**

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| Click here to enter text. |

PROPOSED ITINERARY

**Proposed Departure Date:** Click here to enter a date.

**Proposed Return Date:** Click here to enter a date.

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| --- | --- | --- |
| **ITINERARY**  **Provide travel itinerary and detailed day-to-day activities** | | |
| **DATE** | **TIME** | **LOCATION AND ACTIVITY** |
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STUDENT ENROLLMENT

**What is the target group size?**

*Minimum*: Click here to enter text. *Maximum*: Click here to enter text.

\*\* We recommend a ratio of leaders to participants of approximately 1:10

**From which departments do you expect there to be student interest? From which departments will students be recruited?**

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| Click here to enter text. |

**Do you anticipate students from other institutions enrolling in the program?**  YES  NO

If yes, from which institution? Click here to enter text.

**Participant Eligibility Requirements (i.e. major, academic standing, minimum GPA, prerequisites, etc.)**

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| Click here to enter text. |

PROGRAM STAFFING

**List leader qualifications (international travel, experience traveling with students, making group travel arrangements, working closely with students requiring constant oversight, administrative experience, course content, etc.)**

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| Click here to enter text. |

**Leader experience in host country:**

*If you have not traveled to the host country, please explain how you can maximize the travel experience for the students.*

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| Click here to enter text. |

PROGRAM OR TRAVEL PROVIDER INFORMATION

*(Third Party Vendor/Agency/Host Institution)*

\*\* If planning to use more than one third party vendor, provide the following information for each one.

**A copy of any potential contract, third party arrangement, or agreement must be attached to this application.**

**Organization Name:** Click here to enter text.

**Contact Person Name:** Click here to enter text.

**Address (Street, City, State/Province, Country, Postal Code):** Click here to enter text.

**Telephone:** Click here to enter text. **E-mail:** Click here to enter text.

**Website:** Click here to enter text.

**Description of Organization/Agency/Provider/Host Institution:**

Click here to enter text.

**What services will the organization provide prior to departure?**

Click here to enter text.

**What services will the organization provide on-site?**

Click here to enter text.

PROPOSED COURSES

List each course that will be offered in the program

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| --- | --- | --- | --- | --- | --- |
| **DEPARTMENT** | **COURSE NUMBER** | **COURSE TITLE** | **CREDIT HOURS** | **CONTACT HOURS** | **INSTRUCTOR** |
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**Are any of the above courses cross-listed with any other courses?**  YES  NO

If yes, please indicate cross-listed course numbers and titles (please note that even for standing course cross-lists, approval must be obtained from the department chairs):

Click here to enter text.

**The course(s) can be taken to fulfill (check all that apply):**

Major/Minor Requirements  Core Requirements  Elective Credit

Other *(please specify)*: Click here to enter text.

SYLLABUS AND PRE-DEPARTURE ORIENTATION

A syllabus for each course listed above must be attached to this proposal and should include learning outcomes/goals for the program. In addition to the standard syllabus components, it is required to include a pre-departure orientation for all students and faculty who will be participating in the program. **Orientation is a mandatory component of faculty-led programs.** Please include the following topics in your orientation session:

* Health and safety;
* Student Code of Conduct;
* Cultural competencies;
* Group dynamics;
* Itinerary;
* Accommodations;
* Expectations; and
* Emergency management (to include mandatory cell phones for each participant).

BUDGET WORKSHEET

All faculty-led programs are self-supporting, which means all related expenses should be managed through student fees and/or external funds. At the same time, making sure that programs are affordable for students is also important. Faculty expenses should be included in the budget and are part of the program fee. Faculty and their departments should discuss questions related to teaching loads prior to submitting the program proposal.

Below is a typical example of a short-term study abroad program budget. Please fill in details for all costs based on quotes and not personal estimates. Be as inclusive as possible (creating additional fields if needed) and account as much as possible for future currency fluctuations in constructing this budget, as the numbers here will be used to generate forms for the Business Office and the Out-of-State Travel Request, and determine a minimum number of participants. Generally, 10-15 students is the minimum needed for a program to be offered, depending on faculty salary and related expenses.

**Indicate the contract type for this course:**

In-load  Over-load  Summer

*(In-load and over-load contracts will need to be approved and confirmed with department chair and college dean.)*

**How will students and faculty arrange travel?**

Group flight  Individual flights

**Will fleet vehicles be used to/from local airport?** YES  NO

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| --- | --- | --- |
| **PROPOSED BUDGET** | | |
| **Faculty Expenses (Per Leader)** | | |
| **ITEM DESCRIPTION** | **TOTAL PRICE** | **DESCRIPTION**  **(e.g. hotel cost per night)** |
| Room |  |  |
| Per Diem |  |  |
| Books and Supplies (if applicable) |  |  |
| Personal (be inclusive) |  |  |
| Airfare |  |  |
| On-site Travel (trains, buses, taxis, etc.) |  |  |
| Other Travel |  |  |
| Immigration (passport, visas, photos, etc.) |  |  |
| **TOTAL** |  |  |
| **Student Expenses** | | |
| **ITEM DESCRIPTION** | **TOTAL PRICE** | **DESCRIPTION**  **(e.g. hotel cost per night)** |
| Tuition (calculate at self-support rate) |  |  |
| Room |  |  |
| Board |  |  |
| Books and Supplies (if applicable) |  |  |
| Faculty-Led Fee | $300 | Includes mandatory liability and health insurance |
| Personal (be inclusive) |  |  |
| Airfare |  |  |
| On-site Travel (trains, buses, taxis, etc.) |  |  |
| Other Travel |  |  |
| Immigration (passport, visas, photos, etc.) |  |  |
| **TOTAL** |  |  |
| **Group/Miscellaneous Expenses** | | |
| **ITEM DESCRIPTION** | **TOTAL PRICE** | **DESCRIPTION**  **(e.g. hotel cost per night)** |
| Consultant Contracts/Honoraria |  |  |
| Classroom Reservations |  |  |
| Fleet Vehicle Transport and Parking |  |  |
| Other |  |  |
| **PROGRAM PROVIDER** | **RATE PER STUDENT** | **INCLUSIONS** |
|  |  |  |
| **TOTAL** |  |  |

PROMOTIONAL BROCHURE TEMPLATE

The following information will be used to develop the program on the CGI website and to develop promotional materials.

**Program Description:** Click here to enter text.

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| Click here to enter text. |

**Course(s):** Click here to enter text.

**Credit Hours:** Click here to enter text.

**Instructor:** Click here to enter text.

**Class Dates:** Click here to enter a date.- Click here to enter a date.

**Tour Dates:** Click here to enter a date.- Click here to enter a date.

**Registration Information:** Click here to enter text.

**Price:** Click here to enter text.

**Special Health/Safety/Environmental Considerations:**

Click here to enter text.

*EXAMPLE TEMPLATE*

**Program Description: Trends in German University Student Services and the Refugee Crisis**

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| Dortmund, Germany is the sister city of Buffalo and is also home to one of the largest refugee populations in Germany. With the current crisis continuing in Syria and other parts of the Middle East, Germany has worked to welcome incoming refugees and to help them become assimilated. Higher education institutions in particular have developed a variety of initiatives to assist refugees with language courses, community programs, and legal aid. This study tour will take a look at the challenges faced and opportunities present in Germany and what we as higher education professionals can do to engage the local refugee population in Buffalo. |

**Course:** HEA 588 – Workshop in Higher Education

**Credit Hours:** 3

**Instructor:** Dr. Kim Kline

**Class Dates:** August 29, 2016 – December 8, 2016

**Tour Dates:** January 2, 2017 – January 27, 2017

**Registration Information:** For more information and to register for this course, please attend the Fall 2016 information session at 12:00pm on Monday, October 10 in Bacon Hall 220.

**Price:** $3,500 per student (plus additional spending). Cost estimate includes in-country living expenses, transportation, tuition, fees, airfare, and two dinners.

**Special Health/Safety/Environmental Considerations:** This program will require a considerable amount of walking/traveling each day throughout cities and on uneven cobblestone streets. The group will also be using daily public transportation (both buses and subways) that may not be handicap accessible.