

UNIVERSITY OF NORTHERN IOWA
STUDY ABROAD CENTER

28 Gilchrist Hall, Cedar Falls, Iowa 50614-0520 Phone: (319) 273-7078 Fax: (319) 273-2921

Faculty Application/New Program Proposal Template

Name: _____

Department: _____

Location of Program: _____

Date/Term of Proposed Program: _____

List below the courses you propose to teach. Courses can be UNI existing or new (that will be submitted for approval). Check all that apply.

Course #1: _____

New Existing Major/Minor LAC Elective

Course #2 (if applicable): _____

New Existing Major/Minor LAC Elective

Other Courses: (if applicable): _____

New Existing Major/Minor LAC Elective

Please attach a written narrative describing the proposed program, including:

1. Your experience in the proposed location.
2. How the courses will be enhanced by being taught in the proposed location.
3. Excursions and how they relate to the courses.
4. Potential universities/institutes/organizations where classroom facilities may be available.
5. Approximate price (an online search of similar programs can give you a ballpark figure).
6. Lodging and meals (home-stays, apartments, dormitories, etc.)
7. Other pertinent information.

Applicant's Signature: _____

Department Chairperson's Signature: _____

(By signing above, I am acknowledging that I approve of this program)

NOTE:

Faculty must be aware that leading a study abroad program is very consuming of both time and energy. Prior to the study abroad program, faculty members will recruit students, organize orientation meetings, and work with the study abroad coordinator on program content. Faculty are to take a leadership in program recruiting. During the program, faculty will teach and supervise students. Supervision includes enforcing a code of student conduct and helping to resolve myriad student issues. Upon return, faculty will administer evaluations (SAC will provide forms), assign grades upon collection of evaluations, and provide a written summary of the program to SA Center.

I have read, understood, and agree to the above-mentioned conditions.

Applicants' Signature: _____