



Faculty Development Seminar:
Faculty-Led Study Abroad Programs

Goals for Today

A satellite-style world map showing the Americas, Europe, and Africa, used as a background for the title.

- Introduce the concept of faculty-led study abroad programs
- Provide an overview of the program development process
- Provide resources to get started



What Is a Faculty–Led Study Abroad Program?

- Program, usually short-term, taught by faculty from the home institution (UTA) at a location abroad
- Includes traditional course activities (lecture, discussion, assignments, etc.) and components specific to location abroad (museum visits, day trips or excursions, etc.)
- Can also include other elements, such as internship, service learning, or research opportunities



General Information



- Each academic year, UTA offers about 10 faculty-led study abroad programs
 - In 2013-2014, there were 11 programs including programs from the School of Architecture (China, Italy, Mexico), College of Business (China, Spain/Portugal), College of Liberal Arts (France, Germany, Mexico), Honors College (France), College of Education (Mexico) and College of Engineering (Spain)
- About 70% of UTA students studying abroad participate in faculty-led programs
 - Consistent with national trends



Why Lead a Program Abroad?

- Unique teaching experience, access to academic resources abroad for personal research, different kind of professor/student experience.
- Most common model for students. Going with a professor they know and trust, and with fellow UTA students, provides a sense of comfort and familiarity, especially for first-time travelers.
- Internationalizing the campus and your department. Recruit students by offering specialized international opportunities within their major.



Courses



Topical

- Offering 1-2 courses geared toward specific majors
- Typically limits student recruitment to within your department, but may allow you to offer upper level/cross-listed courses

Interdisciplinary

- Courses that could fill general electives across majors
- Allows you to recruit students, and work with faculty, from multiple departments

Discuss with your Chair and Dean what will work best for your department.



Location



Stationary

- You choose a program site and stay there throughout the length of the program (except for built-in excursions).

Multi-Stop/Traveling Program

- Program will begin in one location and then move on to other cities within the country (or multi-country) throughout the program.

Travel to Restricted Regions

- Travel to countries with US Department of State Travel Warning must be approved by International Oversight Committee (IOC)



Course vs. Location



- Do you know more about your course than the location?
- Do you know more about the location and wonder if you can develop a course that fits?
- Connection between the course and location is critical.
 - If you are teaching a course that is already available at UTA, what cultural components are you adding by teaching the course abroad?
 - What resources are available in the host country that aren't available on-campus?



Program Development



DIY: Do It Yourself

- Faculty organizes program in its entirety, using their own, departmental, or university connections abroad

Hybrid

- Faculty organizes program at a foreign institution to offer combination of courses taught by UTA faculty and local faculty

Customized Programs with Providers

- Faculty works with affiliated partners to organize the logistics of the program
 - Current Affiliated Program Providers include American Institute for Foreign Study (AIFS), Center for International Study (CIS), Danish Institute for Study Abroad (DIS), International Studies Abroad (ISA), Study Abroad Italy (SAI), and School of International Training (SIT)



Program Length

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- Typically 3-6 weeks in length during the summer, but also possible for Winter and May terms
- Can be a combination of on-campus instruction and out-of-country instruction
- Number of credit hours cannot exceed the number of weeks of instruction. For example, a program offering 6-credit hours must span 6 weeks of instruction.



Program Size

- Programs should have a minimum of 15 undergraduates or 10 graduates
 - If projected enrollment is lower, must have approval of Dean to run the program
- Consider cross-listing courses for undergraduate and graduate credit
- If the program has a large number of participants, it is recommended to have more than one faculty member co-leading/teaching on the program
- Consider logistics when determining program size



Program Proposals

- Discuss proposal with Department Chair and Dean 12+ months prior to departure
 - Program Development Timeline
- Complete and submit Program Proposal documents to Chair, Dean, and Study Abroad
 - Proposal Form, including Out of Country Course Form
 - Program Itinerary
 - Course Syllabi
 - Program Budget
 - International Oversight Committee documents (required for programs in countries with US Department of State Travel Warning)
- UTA Study Abroad will submit completed documents to the Coordinating Board for final approval



Implementation/Considerations

Faculty Fees

- Covered by academic department?
- Evenly distribute the faculty costs among student participants through a program fee?

Program Deposits & Payment Deadlines

- Set deposit date to “hold” student spots to guarantee minimum number of student enrollment

Program Affiliation Agreements

- Sign an affiliation agreement if working with a foreign university or program provider not currently affiliated with UTA

Payment to Vendors/Providers/Etc.

- Determine payment schedule to help determine student payment deadlines



Implementation/Considerations

Travel Coordination

- Will you coordinate student group flights, or make this the responsibility of students?

Application Materials

- What will application materials include – personal statement, recommendation, advisor approval, etc.?
- Will you interview students as part of the application process?

Advertising & Marketing

- Utilize Study Abroad – we can help advertise your program on our website, information tables/sessions, study abroad fair, etc.

Passports/Visas

- Are visas required for travel to the host country?



Implementation/Considerations

Pre-Departure Orientation

- Mandatory for all UTA students studying abroad
- Organize with Study Abroad at least one month prior to departure
- Covers safety & security, insurance, student responsibilities and behavior abroad, cultural adjustment, etc.

Discipline/Behavior Issues

- Faculty leaders take on the role of disciplinarian on program
- You are responsible for safety & security and behavioral issues
- Student Behavior Contracts & Incident Reports



Implementation/Considerations

Safety & Security Abroad

- Travel Warnings & Alerts
- Medical Insurance and International SOS
- Overseas medical and psychiatric facilities

Crisis Management & Emergency Response Protocol

- Determine your Emergency Response Protocol with OIE & your academic department
- Keep emergency contact information with you at all times

But remember...





We are here to help you!

By collaborating together, we can provide the support and resources necessary for a successful study abroad experience... for you and the students!

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[Faculty-led Programs](#)

Office of International Education

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Faculty-led Study Abroad Programs

Each year, UT Arlington offers several study abroad programs led by UT Arlington faculty in a variety of disciplines and locations. The majority of these programs are 3-6 weeks in length offered during the summer, though wintersession and spring break programs can also be arranged. Faculty-led programs are the most popular study abroad options among UT Arlington students, comprising of roughly 70% of all study abroad participants each year.

Program Proposals

Developing a new faculty-led program can be a lengthy process, so the earlier you start planning the better. To help facilitate the process, review the [Program Development Timeline](#) to get a better understanding of all the steps involved in developing a successful program abroad.

Once you have gained the support of your Department Chair and Dean to lead a program abroad, schedule an appointment with the Study Abroad Office to discuss your plans and next steps in the process. Once the program details have been determined, complete the Faculty-Led Study Abroad Program Proposal paperwork and submit to the Office of International Education.

- [Faculty_Program_Proposal.pdf](#)
- [Faculty Program Budget Template \(revised\).xlsx](#)
- [International Oversight Committee Approval \(for travel to restricted regions\)](#)
- [Faculty Program Publicity Template](#)

Announcements

No announcements?
Upgrade Flash or Text-only

Other Resources



Other Faculty Members and Program Leaders

- Provide words of advice and contacts abroad

Program Providers and Exchange Partners

- Study Abroad Staff can provide contacts and liaise during program development as needed

Publications

- NAFSA's "Guide to Successful Short Term Programs Abroad"
- Forum on Education Abroad's "Standards of Good Practice for Short-term Education Abroad"



How Do Students Pay?

Financial Aid

- Students can utilize regular financial aid package
- Study Abroad Office submits program budget to Financial Aid Office
- Summer aid is more limited than semester; students encouraged to apply early for full consideration

Scholarships

- Students can apply for additional scholarships for study abroad
- All UTA students eligible for International Education Fee Scholarship (IEFS)
- Other scholarships listed on UTA Study Abroad website

