Faculty Workshop:
Developing Faculty–Led Study Abroad Programs
Spring 2021
Goals for Today

• Introduce the faculty-led study abroad program model

• Provide an overview of the program development process

• Provide ideas and resources to get started
Why Are We Talking about Faculty-Led Study Abroad Programs?

• University initiatives to increase global education and engagement

• Strategic Plan 2020: Bold Solutions, Global Impact
  • Guiding Aspiration “Global Engagement” calls for UTA to provide opportunities and resources for students to study abroad
  • Guiding Aspiration “Student Experience” includes the Maverick Advantage
    • Study Abroad is one of the five Distinguishing Activities
What Is a Faculty-Led Study Abroad Program?

• Academic 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

- UTA offers a growing number of faculty-led study abroad programs:

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- Over 70% of UTA students studying abroad each year 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/areas with US Department of State Travel Advisory of Level 3 or Level 4 must be approved by International Oversight Committee (IOC)
Course vs. Location

- Do you know more about your course and wonder if there is an international location that will enhance it?

- 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

**Customized Programs with Providers**
- Faculty works with provider to organize the logistics of the program
  - Previously-used providers include ACCENT, American Institute for Foreign Study (AIFS), Center for International Study (CIS), EF Tours, ISA WorldStrides, and School of International Training (SIT), with many more available

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

• Typically 3-6 weeks in length during the summer, but also possible for Winter term
  • Recent programs have traveled over spring break or in May as part of a regular spring semester course

• 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 UTA Study Abroad
  • Proposal Form, including Out of Country Course Form
  • Program Itinerary
  • Course Syllabi
  • Program Budget
  • International Oversight Committee (IOC) documents*

• UTA Study Abroad will submit completed documents to the Coordinating Board for final approval
Faculty-led Programs

Each year, UTA offers several study abroad programs led by UTA faculty in a variety of disciplines and locations. The majority of these programs are 3-6 weeks in length, and are offered during the summer, though winter term and mid-semester programs may be offered. Faculty-led programs are the most popular study abroad options among UTA 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](#)
- [Faculty Program Budget Template (revised).xlsx](#)
- [International Oversight Committee Approval](#) (for travel to restricted regions)

**Resources**

The Study Abroad Office is available for support throughout the program development process. Study Abroad staff can develop and manage your application materials, create and distribute advertising for your program across campus, recruit students for your program through info sessions and info tables, and connect you with other UTA faculty and outside resources that can provide guidance and support. Feel free to contact us at anytime throughout the process with questions.
UTA has approved to plan for the resumption of study abroad travel for May/Summer 2021 programs and beyond, with additional requirements and considerations in place.

- IOC review required for all study abroad programs
- Special attention to program details, especially logistics
- Informed participation
  - Financial commitments
  - Insurance coverage
  - Personal risk assessment
  - Participant expectations

Additional information available on UTA Study Abroad website
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
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 Agreements/Contracts**
- Agreement and/or contract may be needed, especially if working with a foreign university or program provider
- May require bidding process with Procurement

**Payment to Venders/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?

**Promotion and Outreach**
• Utilize UTA Study Abroad – we can help advertise your program on our website, info 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 are responsible for responding to behavioral issues
• Student Behavior Contracts & Incident Reports
  • Conduct check completed as part of acceptance to program
  • Students sign conduct agreement as part of required materials
Implementation/Considerations

Safety & Security Abroad
• Travel Warnings & Alerts
• Medical Insurance and International SOS
  • Required for all students studying abroad
• 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!

UTA Study Abroad
Swift Center

http://studyabroad.uta.edu
817-272-1120
*NEW* Program Development Grants

With funding through the Maverick Advantage, competitive grants are available to support program development.

Grants of up to $2,000 can be used for

• Exploratory site visit to intended program destination(s);
• Addition of activity/experience to enhance program already in development in order to motivate enrollment;
• Combination of above options.

Application Deadline is March 1, 2021

• Additional information and application materials available on UTA Study Abroad website
For additional information, please contact

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