**Proposal for Short Term Faculty-Led Study Abroad Course or Program**

**College of Health Professions**

Faculty members wishing to create a study abroad course or program in the College of Health Professions must complete this proposal form. Short-term courses or programs generally will be offered during the summer semester or during semester breaks. Successful proposals will be for academic credit and will include the endorsement of the department chair.

Send the completed proposal and signed department approval forms to the Office of the Dean, College of Health Professions. The Curriculum Committee will review the proposal and make recommendations before forwarding the proposal to the dean.

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| --- | --- |
| Faculty Leader’s Name |  |
| Department |  |
| email Address |  | Phone |  |
| Title of Course |  |
| Proposed Start Date/Semester |  |

**Answer the questions below concisely and clearly.**

**Mission and Purpose**

1. How does the proposed course/program relate to the missions of UAMS, the College of Health Professions, and your department/program?

2. Describe how the course/program fulfills the purposes of your department’s/program’s curriculum, service mission, or research mission.

3. Does the course/program address issues or themes in “The U.S. Commitment to Global Health?”[[1]](#footnote-1) If so, which issues or themes are addressed, and how does the course/program address them?

**General**

1. What is the general description of the course/program? Include location and duration.

2. What is your background in the proposed country? Have you lived, traveled, or conducted research there previously?

3. Who is the target audience (intended learning group) for the course/program? How will these students be identified? What year of study should the students be in?

4. What marketing strategies will be used to inform students about the course/program?

5. How many students do you anticipate will want to participate in the course/program?

6. What are the minimum and maximum number of students you plan to take abroad? (It is highly recommended that at least 5 students participate. Provide a justification if fewer than 5 students are expected to enroll and participate.)

7. How many faculty instructors are required to go abroad? Will the other faculty members be regular faculty or adjunct?

8. Are there any other collaborating departments or academic programs at UAMS or other institutions involved?

9. What are the anticipated benefits for the College of Health Professions and students?

**Academic**

1. Will the course be a new course? If so, when was the New Course Form filed with the Registrar? Attach a copy of the New Course Form.

2. Who will be responsible for curriculum development and ongoing academic review of the course/program? Provide the name and title of the responsible person.

3. How many credit hours will students earn?

4. What are the selection criteria for students?

5. What prerequisites will be required for participation in the proposed course/program?

6. What language skills are necessary for successful participation by students or faculty?

7. What are the educational goals and objectives for the course/program? Write the expected learning outcomes for students. Also, include:

* A draft syllabus for the course/program
* References to the preparation of students for licensure or certification (if appropriate)
* Any special outcomes or competencies that the course/program will provide that are not available from existing on-campus courses or programs

8. Who will be responsible for academic advising or students participating in the course/program?

9. What methods will be used for assessing students’ competencies (knowledge, skills, or values)?

10. Will the course/program utilize a third party program provider or other non-UAMS entity to administer or conduct the course/program? If so, please describe the provider’s relationship with you, your course/program, and UAMS.

11. How does the proposed course/program promote and enhance the goals and missions of your department, the College of Health Professions, and the UAMS?

**Logistics**

1. What in-country logistical support is available for faculty and students?

2. Will there be an on-site resident director assigned or “partnered” to the program? If so:

* Who is the resident director and what is your relationship with him/her, if any?
* What are the responsibilities of the resident director?
* Who is responsible for hiring the resident director?
* How will the resident director’s salary be paid?
* What qualifies the resident director to serve in this capacity?
* Will the resident director be employed by the UAMS?

3. Who is responsible for arranging and overseeing logistical arrangements, including travel, excursions, etc.? What are the responsible person’s qualifications for or experience with logistical arrangements?

4. What type of lodging will the course/program utilize?

5. How will students travel to/from the course/program location? from their lodging to the program site while in-country?

6. Will any private vehicles be used? If so, who will drive the vehicles?

7. What facilities will be used abroad? If you propose using another university’s facilities, provide the terms of cooperation and a copy of the arrangement/agreement documents, e.g., responsibilities, cost, etc.

8. Outline any potential health and safety concerns of the country to which you will be traveling. Are there any current travel advisories or warnings in effect? What provisions will you make to minimize these concerns?

**Financial**

1. Provide a program budget that includes a breakdown of all costs associated with the program.

2. Provide a budget for a typical student that includes a breakdown of all costs associated with the program. Include tuition and fees, airfare, meals, books, excursions, etc.

3. What are the financial costs, if any, for the instructor? Who will cover the instructor’s meals, travel, and incidental expenses?

4. How many students are required for the course/program to be offered?

5. Describe the financial contributions of your department for the course/program, including salaries, living expenses, student scholarships, etc.

6. In the event of a revenue shortfall, how will the deficit be covered?

7. What is the refund/cancellation policy for the course/program? At which point is no refund available to students?

**Miscellaneous**

1. Will students from other institutions be able to participate? If so, how will their costs be different from costs for UAMS students? How will they be selected/approved for participation?

2. Will there be non-student/non-instructor participants traveling with the program, i.e., spouse/partner of students or instructor? What costs will they be expected to pay? Describe the person’s relationship to the course/program.

3. Describe the post-visit evaluation procedures for the course/program. What results will indicate a “successful” course/program? Attach a copy of rating or evaluation forms, if applicable.

4. What type of medical/travel insurance will be required of students, instructors, and other participants?

**International Service-Learning**

(Complete this section if your course/program involves a service-learning component.)

1. Describe the nature of the service-learning component. What service activities will students be involved in? Who will supervise the service activities?
2. How did you select the community organizations with which this course/program will collaborate? Discuss the process for identifying the organizations and the criteria use for selecting the organizations.
3. How were/are the community organizations involved in setting the goals and objectives of the service-learning experience?
4. What plans have been made for on-going benefit to the community organizations (sustainability) once the students/faculty leave the country? How will the relationship between UAMS and the community organizations be continued?
1. Institute of Medicine of the National Academies (2009). *The U.S. Commitment to Global Health: Recommendations for the Public and Private Sectors*. Washington, D.C.: The National Academies Press. [↑](#footnote-ref-1)