

## Faculty Application for Study Abroad Program

Thank you for your interest in teaching abroad. Please complete this application. Upon completing the application, forward it with a proposed syllabus to your Department Chair and Dean of the College for their approval. Once they approve, kindly send the completed application and proposed syllabus to [dept\\_studyabroad@lamar.edu](mailto:dept_studyabroad@lamar.edu).

### PROPOSAL CHECKLIST

- Complete all sections of the proposal form, including signatures. The funding section should be signed.
- Include a draft syllabus for each proposed course to be taught abroad.
- Include a preliminary itinerary for the program, including any planned courses, field experiences, and other activities during the course or pre/post departure from the U.S.
- Complete a preliminary budget worksheet.

### Term Deadlines to the Study Abroad Office:

Late submission may not be accepted.

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Spring/Winter – **January 31**

Summer including May and August programs – **May 31**

Fall – **September 30**

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**TERM of the program you propose to go abroad (Check)**

**YEAR:** \_\_\_\_\_

Fall – Full Term

Spring – Full Term

Summer – Full Term

Fall – 1<sup>st</sup> Half Term

Spring – 1<sup>st</sup> Half Term

Summer – 1<sup>st</sup> Half Term

Fall – 2<sup>nd</sup> Half Term

Spring – 2<sup>nd</sup> Half Term

Summer – 2<sup>nd</sup> Half Term

**PROGRAM FACULTY**

**Lead Faculty for the Proposed Program**

Title: \_\_\_\_\_ First Name: \_\_\_\_\_ Last Name \_\_\_\_\_

Date: \_\_\_\_\_ LID: \_\_\_\_\_ Office Extension: \_\_\_\_\_

Cell phone: \_\_\_\_\_ E-mail address \_\_\_\_\_

Department: \_\_\_\_\_

College: \_\_\_\_\_

Department Chair's Name: \_\_\_\_\_

**Second Faculty or Chaperone (Please Distinguish):**

Title: \_\_\_\_\_ First Name: \_\_\_\_\_ Last Name \_\_\_\_\_

Date: \_\_\_\_\_ LID: \_\_\_\_\_ Office Extension: \_\_\_\_\_

Cell phone: \_\_\_\_\_ E-mail address \_\_\_\_\_

Department: \_\_\_\_\_

College: \_\_\_\_\_

Department Chair's Name: \_\_\_\_\_

**Add additional teaching faculty or chaperone on a separate sheet.**

Indicate any experience you have had in developing and/or leading study abroad programs or related activities:

**PROGRAM INFORMATION**

Program Name: \_\_\_\_\_

Dates of Program: \_\_\_\_\_

Location(s) Abroad: \_\_\_\_\_

**STUDENT INFORMATION**

Target number of students to take on the program: \_\_\_\_\_

Minimum number of students for the program to run: \_\_\_\_\_

Departments you will recruit from: \_\_\_\_\_

Eligible Classifications (ex. Undergraduate, graduate): \_\_\_\_\_

Course pre-requisites, if any. Indicate waiver, if any. \_\_\_\_\_

**IN COUNTRY PARTNER(S) FOR LOGISTICS**

To provide adequate logistical support, meet safety standards, and university contractual requirements, faculty are asked to work with a provider: university partner and/or third-party provider. This will limit the number of vendors, improve service, and reduce financial transactions on the ground. If you need to find a provider, contact the Office of Study Abroad for a list of suggested partners before completing this form.

**Please fill out the information below about your program's logistical arrangement and partnership.**

Name of institution/provider you will work with: \_\_\_\_\_

Contact Person's name and email: \_\_\_\_\_

Web address (if any): \_\_\_\_\_

What will the partner provide/assist with booking? Select all that apply:

accommodations     classroom/lecture space     group transportation     excursions     meals

What type of accommodations (if checked)?    dormitory     apartments     hotel     other  \_\_\_\_\_

In-country transportation

internal flight     public bus     coach     train

Have you worked with this vendor before?    Yes     No

Do you have a quote from the partner or vendor? If yes, please include the document with the proposal.    Yes     No

**\*Please attach additional information and/or any relevant institution or third-party provider's proposal, quote, or correspondence you have received for this program.**

# Course Proposal 1

Course Prefix and Number: \_\_\_\_\_

Course Title: \_\_\_\_\_

Credit Hours: \_\_\_\_\_ Contact Hours (note the standard is 15 contact hours per credit hour): \_\_\_\_\_

Faculty of record for this course: \_\_\_\_\_

Please indicate the course category:  Required course in the major  General Education course

**Course Academic Rationale: (Please include proposed visits and how the course is relevant to the area(s) visited)**

**Course Publicity/Description for Students: (Please incorporate suggested trips to make it appealing for students)**

### Cross-Listing for Course 1

Please leave this section blank if you are not cross-listing courses.

Course Prefix and Number: \_\_\_\_\_

Course Title: \_\_\_\_\_

Credit Hours: \_\_\_\_\_ Contact Hours (note the standard is 15 contact hours per credit hour): \_\_\_\_\_

Faculty of record for this course: \_\_\_\_\_

Please indicate the course category:  Required course in the major  General Education course

Department Chair's Name for Cross-listing 1 for Course 1: \_\_\_\_\_

**Course Academic Rationale: (Please include proposed visits and how the course is relevant to the area(s) visited)**

### Cross-Listing 2 for Course 1

Please leave this section blank if you are not cross-listing courses.

Course Prefix and Number: \_\_\_\_\_

Course Title: \_\_\_\_\_

Credit Hours: \_\_\_\_\_ Contact Hours (note the standard is 15 contact hours per credit hour): \_\_\_\_\_

Faculty of record for this course: \_\_\_\_\_

Please indicate the course category:  Required course in the major  General Education course

Department Chair's Name for Cross-listing 2 for Course 1: \_\_\_\_\_

**Course Academic Rationale: (Please include proposed visits and how the course is relevant to the area(s) visited)**

## Course Proposal 2

Course Name, Prefix and Number: \_\_\_\_\_

Course Title: \_\_\_\_\_

Please indicate the course category:  Required course in the major  General Education course

**Course Academic Rationale: (Please include proposed visits and how the course is relevant to the area(s) visited)**

**Course Publicity/Description for Students: (Please incorporate suggested trips to make it appealing for students)**

### **Cross-Listing 1 for Course 2**

Please leave this section blank if you are not cross-listing courses.

Course Name, Prefix and Number: \_\_\_\_\_

Course Title: \_\_\_\_\_

Please indicate the course category:  Required course in the major  General Education course

Department Chair's Name for Cross-listing 1 for Course 2: \_\_\_\_\_

**Course Academic Rationale: (Please include proposed visits and how the course is relevant to the area(s) visited)**

### **Cross-Listing 2 for Course 2**

Please leave this section blank if you are not cross-listing courses.

Course Name, Prefix and Number: \_\_\_\_\_

Course Title: \_\_\_\_\_

Please indicate the course category:  Required course in the major  General Education course

Department Chair's Name for Cross-listing 2 for Course 2: \_\_\_\_\_

**Course Academic Rationale: (Please include proposed visits and how the course is relevant to the area(s) visited)**

**PRELIMINARY RISK ASSESSMENT**

The primary concern of all programs traveling abroad is the wellbeing, health, and safety of its participants. Program plans must demonstrate clear understanding of the risk environment and detail appropriate risk mitigation strategies. Many risks can be mitigated through thoughtful program design, pre-departure education, and consulting knowledgeable sources. Education Abroad is available to assist in developing security, health, and safety program protocols with you.

Refer to the U.S. Department of State, and Centers for Disease Control and Prevention. Using each category below, please indicate the risks that may affect your program.

Potential Risks to Health, Safety, & Security      Yes     No     *If yes, provide mitigation measures to plan below*

Terrorism \_\_\_\_\_

Civil unrest \_\_\_\_\_

Criminal activity \_\_\_\_\_

Natural disasters \_\_\_\_\_

Infection diseases \_\_\_\_\_

Water and food safety \_\_\_\_\_

Other (ex. Transportation) \_\_\_\_\_

**Program Activities and Itinerary** Program excursions and activities (cultural and academic) are an inherent part of study abroad programs and should be listed in the itinerary, as well as any optional activities. Please list the program activities you plan to offer and address student preparation and risk mitigation measures.

Please review the University International Insurance plan from CISI for Exclusions and Limitations (pp. 8-9). Program leaders are advised to review this document before planning activities.

| Planned Activities<br><i>Ex: walking/hiking</i> | Preparation and Risk Mitigation Measure to be adopted<br><i>Inform applicants of walking and fitness (2-5 miles/day). Practice.</i> |
|---|---|
| _____   | _____   |
| _____   | _____   |
| _____   | _____   |
| _____   | _____   |
| _____   | _____   |
| _____   | _____   |

*NOTE: We understand that some activities and/or visits are subject to change after approval of this proposal. Please keep in mind the assessment and mitigation considerations when finalizing your itinerary.*



**CONTINGENCY PLAN**

It is required for each student taking an International Study Abroad Programs to register in the US Embassy/Consulate before departing the USA. Also, any faculty member leading a group is required to register the group in the US Embassy/Consulate before departing the USA.

Department: \_\_\_\_\_

Course(s): \_\_\_\_\_

Country: \_\_\_\_\_ From \_\_\_\_\_ to \_\_\_\_\_

Name of the University/Host Institution Abroad: \_\_\_\_\_

In case of cancellation, when would you be willing to offer the same course(s)?

- |                                  |                          |                                    |                          |                                    |                          |
|----------------------------------|--------------------------|------------------------------------|--------------------------|------------------------------------|--------------------------|
| Fall – Full Term                 | <input type="checkbox"/> | Spring – Full Term                 | <input type="checkbox"/> | Summer – Full Term                 | <input type="checkbox"/> |
| Fall – 1 <sup>st</sup> Half Term | <input type="checkbox"/> | Spring – 1 <sup>st</sup> Half Term | <input type="checkbox"/> | Summer – 1 <sup>st</sup> Half Term | <input type="checkbox"/> |
| Fall – 2 <sup>nd</sup> Half Term | <input type="checkbox"/> | Spring – 2 <sup>nd</sup> Half Term | <input type="checkbox"/> | Summer – 2 <sup>nd</sup> Half Term | <input type="checkbox"/> |

Spring Fall Summer I Summer II Mini-Session Special Session Same Semester: Online On-campus

What plans do you have in case there is an emergency after departure to the study abroad location?

- Cancel the program and send students home?
- Wait for the second person selected to arrive at the location to leave him/her in charge
- Leave the students in the charge of the host university to complete the course of study
- Other Plans: Please provide additional comments about your contingency plan

### **PROGRAM DIRECTOR RESPONSIBILITIES AGREEMENT**

- 1) Cooperate and engage in all activities and events that are part of the program including participation in the Study Abroad Fair and individual recruitment efforts. In the event of an inability to participate, assign qualified representative.
- 2) Develop promotional materials (i.e. flyer) that best represent respective study abroad program.
- 3) Promote recruitment activities and materials including participation in the Study Abroad Fair and information meetings.
- 4) Schedule and conduct information session for prospect participants. Session should include: important dates (i.e. application and payment deadlines); general description of the program; academic requirements; program cost; immigration requirements; and (tentative) academic schedule. OSA will advertise information sessions on behalf of each program.
- 5) Conduct appropriate inquiry regarding the potential health and safety risks of the local environment of the program, including program-sponsored accommodations, events, excursions and other activities, on an ongoing basis and provide information and assistance to participants and their parents/guardians/families as needed. U.S. Department of State Travel Advisory is a great resource.
- 6) Develop guidelines and resources, and communication channel, for prospective participants.
- 7) Submit emergency contact information to be distributed to the students, parents, and any other necessary officials. Emergency contact info should include contact information for university officials (such as Study Abroad Director, Public Safety, Title IX Coordinator, etc.), On Call International; local US Embassy/Consulate in local language, and local contacts, where applicable. Additionally, ensure that participants have provided sufficient emergency contact information that faculty members will maintain during the travel abroad. The use of a group texting system or similar mobile application is strongly encouraged.
- 8) Schedule and conduct pre-departure orientations for students. Orientations should provide information on safety, health, legal, environmental, political, cultural, and religious conditions/risks in the host country; student's code of conduct; contingency plans for missed flights and missed transportation; and appropriate emergency response measures.
- 9) Notify the Office of Study Abroad upon the arrival of the program country.
- 10) Coordinate and engage in all activities and events that are part of the program. Be accessible and provide leadership to students during the entire program
- 11) Schedule and conduct on-site orientation. Remind the students of codes of conduct and policies that apply to them both in the host country and the U.S. Take appropriate action when aware that participants are in violation according to the Texas State University System and Lamar University rules and policies in consultation with the Office of Study Abroad. All incidents should be reported to the OSA and recorded in the University's Maxient Incident Reporting System\* (<https://cm.maxient.com/reportingform.php?LamarUniv>).
- 12) Ensure that participants have all contact information for faculty members and local representatives in local languages. In the event of emergency, follow steps of emergency management. Notify the Office of Study Abroad and maintain communication and updates throughout the procedure.

- 13) Refrain from driving vehicles with student passengers outside the U.S. and secure appropriate local transportation as necessary. In the event it is necessary to rent and drive a vehicle outside the U.S., approval must be obtained from the Study Abroad Director prior to departure for the program. The Program Director, otherwise, assumes personal responsibility for all costs and said expenses are not reimbursable.
  - 14) Manage the travel budget assigned for the program. Provide accounting paperwork consistent with Lamar University policies. Reconcile expenditures appropriately with the Office of Study Abroad.
  - 15) Provide leadership and model behavior that is consistent with the Texas State University System and Lamar University Faculty Handbook, as well as its policies and procedures during the duration of the study abroad program. A violation of personal or professional conduct can lead to referral to the legal system for prosecution, demotion and/or termination of employment. University employees must observe the basic standards of good conduct, including any consumption of alcohol in a responsible, legal, and safe manner and in moderation and strict adherence to Title IX and sexual misconduct policies.
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#### **FACULTY ACKNOWLEDGEMENT**

I hereby acknowledge that I have read the above agreement carefully before signing and I agree to all conditions specified above. No representation, statements, or inducements, oral or written, apart for the foregoing written statement, have been made. I also understand that the Office of Study Abroad has the right to remove me from my capacity as the program director if I do not abide by the terms of this agreement or if my conduct or leadership does not meet the expectations of the Board of Regents of the Texas State University System and Lamar University.

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*Program Director's Signature and Date **REQUIRED***

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*Second Faculty's Signature and Date **REQUIRED***

**EMERGENCY CONTACT FOR PROGRAM FACULTY**

*Emergency is a situation that involves life-threatening and long-term care such as unconsciousness, hospitalization, and evacuation.*

**Lead Faculty**

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Phone (Home): \_\_\_\_\_ Phone (Work): \_\_\_\_\_ Phone (Cell): \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

**Second Faculty or Chaperone**

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Phone (Home): \_\_\_\_\_ Phone (Work): \_\_\_\_\_ Phone (Cell): \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

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\*Program faculty, in consultation with the OSA, may terminate a student's privilege to participate on a study abroad program under the following circumstances:

- a) Student fails to comply with the Texas State University System and/or Lamar University student conduct regulations.
- b) Student is found to be in violation of the Texas State University and/or Lamar University drug and alcohol abuse policy.
- c) Student is charged with any infraction of the laws of the host country.
- d) Student does not adhere to rules set for class attendance and participation by each professor, including completing all assigned work, taking all examinations, and participating on all mandatory program excursions, orientations, and class field trips.
- e) Student engages in any behavior that would be detrimental to the program.

- ❖ Please upload the proposal to <https://www.lamar.edu/international-education/study-abroad/faculty/index.html>
- ❖ If the proposal is incomplete or if we have revisions, we will request that you complete it and resubmit it through the link above
- ❖ The deadline is May 31.

**ACKNOWLEDGEMENT AND APPROVAL FORM – All signatures below are REQUIRED**

*This section is intended for completion by the Department Chair and Dean of the College.*

**Funding:** The following is/are responsible for the faculty member's salary for this abroad program (select all that apply):

College: \_\_\_\_\_ College Dean Approval Signature: \_\_\_\_\_

Dept.: \_\_\_\_\_ Departmental Head Approval Signature: \_\_\_\_\_

Other: \_\_\_\_\_ Signature: \_\_\_\_\_

**Academic Departmental Approval: My signature below indicates that:**

1. The proposed course(s) to be taught outside the U.S. meet all departmental standards
2. I will assign a workload percentage on faculty workload reports to the faculty member(s) who teach the courses (s)
3. Final faculty name(s) for the program and location-specific syllabus per course will be provided to the Education Abroad no later than one-semester prior to departure.

Department name: \_\_\_\_\_

Dept. Chair name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**College Dean Approval:** My signature below indicates college authorization of the proposed course(s) to be taught outside of the U.S., which I attest meet(s) all college standards.

College: \_\_\_\_\_

College Dean Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_