**USF Health Faculty-led Study Abroad Program Proposal**

This approval document is required as part of the USF Health Faculty-led Study Abroad Group Program Proposal.

Please submit the completed and **unsigned** form to [healthglobal@usf.edu](mailto:healthglobal@usf.edu) Signatures on this document do not constitute final travel approval.

Departments and Colleges may deny a proposal moving forward if it does not fit with their internationalization plan.

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| **USF Health Faculty-led Study Abroad Program Proposal Information** | |
| **General Program Information** | |
| Study Abroad Course Name and Number: |  |
| Program Term: | Fall  Spring  Summer  Year\_\_\_\_\_\_\_\_ |
| Program Start Date:  (MM/DD/YY) |  |
| Program End Date:  (MM/DD/YY) |  |
| Program location(s):  *list all cities and countries* |  |
| Host/partner institution name(s) and address: |  |
| Program is open to (check all that apply) | Undergraduate students  Graduate students  Non-major students |
| Estimated no. of student participants: |  |
| Will this experience be credit-bearing? | Yes  No  If yes, please describe type of credit offered: |
| Source(s) of funding |  |
| **Faculty Leader (Lead Associate Traveler) Information**  Trip leaders are considered “Lead Associate Travelers”. They will be responsible for completing the proposal’s detailed information in the online Terra Dotta System (TDS) database, working with USF Health International to develop a budget and itinerary (up to 12 months before travel which may include late spring or summer), recruit students, and act as the onsite program director. | |
| Name of faculty leader: |  |
| Faculty leader title: |  |
| College & Department:  *ex: MCOM, Internal Medicine* |  |
| Campus phone number: |  |
| Cell phone number: |  |
| USF email address: |  |
| If you are unable to travel for whatever reason, who will be the back-up travel lead traveler for the group? | Full name:  Email address: |
| Please describe your prior experience in the destination country (if applicable): |  |
| Please describe any previous experience traveling with students abroad: |  |
| **Additional Faculty and Staff Traveler (Associate Traveler) Information** (Leave blank if none) \*Any additional faculty or staff traveling to support the program’s delivery are considered “Associate Travelers” by UHI. Additional associate travelers may accompany the program, but each additional traveler adds to the program cost. On average, the faculty to student ratio is up to 1:12 depending on the needs of the program. Normally, USF Health Colleges will approve a second staff when student enrollment or a program’s location and itinerary warrant additional staff on-site due to program safety, academic or logistical management, or other program requirements. If you are proposing additional travelers, please be sure to provide the justification below. Typically, associate traveler expenses are factored into the program budget. | |
| Additional faculty/staff name(s): |  |
| Additional faculty/staff USF email(s): |  |
| Additional faculty/staff phone number(s): |  |
| Will additional faculty/staff have teaching responsibilities while abroad? Please explain. |  |
| **Program Overview** | |
| Overview of academic program:  *Be sure to address the following:*  *• The relationship between the location and the course’s content.*  *• Relationships the faculty or department have with the host country can be described here.* |  |
| Program learning objectives:  *List 3-5 learning objectives for students who participate in this program.* |  |
| Will the faculty utilize online or on-campus contact hours before or after the program? |  |
| How does this program fit into the degree program requirements for your majors? (Please identify degree requirements satisfied, optimal placement within the degree sequence, etc. for both undergraduates and graduates as applicable—your department’s academic advisor or undergraduate/graduate director may be critical in completing this section). |  |
| Is the intent of the college to offer this program again?  *Please note, a new proposal is required each year.* |  |
| **Proposed Itinerary** | |
| Provide a tentative list of visits, guest lectures, events, and cultural activities you plan to offer in your program to achieve the academic objectives/learning outcomes. If working with a host institution, what academic content will they provide?  *Please describe activities you plan to have as part of your program.* |  |
| **Marketing and Recruitment** | |
| Faculty leaders are responsible for promoting their programs among target student audiences. UHI will assist with maintaining a program website through Education Abroad, and general program promotion.  Faculty will be expected to provide 2 – 3 paragraphs about your program to be used on the program website and other marketing materials. Unlike the academic overview above, the key audience for this text will be potential participants. |  |
| **Student Accommodations and Special Considerations**  USF strives to create an inclusive and supportive environment for students on and off campus. The professionals in Student Disability Services, Student Health Services, the Counseling Center, and Multicultural Affairs often team with USF Health and faculty-leaders to ensure all students have an opportunity to study abroad. However, it is understood that “reasonable accommodations” on campus, may not be as readily available or reasonable everywhere in the world and that certain populations of our students may encounter situations abroad that run contrary to our policies of inclusion and acceptance. For the following questions, please considered the proposed program activities and their locations. | |
| What are the physical requirements of the program (adjustment to high altitudes, abundant walking, hill climbing, extreme temperatures, etc.)? |  |
| USF prides itself on creating a welcoming environment to all our students, faculty, and staff. Some USF populations may face a greater threat of discrimination due to central elements of their identities. Based on your understanding of the program location, what concerns would you have for students based on their race, ethnicity, sex, gender expression, sexual orientation, age, marital status or religion?  Please keep in mind that this information will be vital to assist our students in understanding and preparing for issues they may face due to their identity. While we cannot control discrimination or possible violence our students face abroad due to prejudice, with your assistance we can be sure to prepare them as best as possible. |  |
| **Program Safety Information**  Faculty will be asked to review and provide Department of State (DOS) and Centers for Disease Control and Prevention (CDC) information for their program location. Faculty are responsible for developing a risk mitigation strategy for their program, completing the International Risk and Safety training, as well as having up to date Clery and Title IX training. | |
| Please describe any potential safety concerns for the locations and activities you are proposing. This may include the need for specialized safety equipment, specialized training, exposure to hazardous materials or conditions, potential street crime, political unrest, etc. Please refer to the CDC (<https://wwwnc.cdc.gov/travel/destinations/list/> for health concerns and DOS (https://travel.state.gov/content/travel/en/international-travel.html) for any safety concerns to complete this section. |  |

**By signing below, Department and College leadership are indicating their support and approval of the study abroad program and its academic goals. Further, by signing below Departments and Colleges are indicating their understanding of the following:**

1. The sponsoring department & college may be included in any significant student- or faculty related problems that arise abroad. For example, if a faculty member or designated program leader were to become sick on the program, the USF Health International Office in conjunction with the USF Education Abroad Office would call upon the department to help identify alternate staff as needed. In addition, our offices will consult with the department to help resolve any academic issues with a student, and in some cases health, conduct or emotional problems with student or faculty.
2. The responsibilities for a Faculty Leader on study abroad programs are vastly greater and much more demanding than those of a faculty, staff, or student leader on campus. Faculty Leaders are often called upon to deal directly with student conflicts, both minor and grave medical and emotional health issues, acts of crime by or against students, binge drinking and other issues. These responsibilities are around the clock. By signing below, the department chair and dean are assuring the USF Education Abroad and USF Health International office that they believe the designated faculty member is capable of and suited to these sorts of responsibilities.
3. Certain destinations carry more risk than others, USF Health International and the USF Education Abroad office will use their resources to assess risk of a potential site; however, it is vitally important for the leadership of the Department and College to be aware of the locations, scope and activities of the programs offered by its faculty, staff or students with regard to the safety of the participants of this program.
4. You are acknowledging that the faculty leader and additional faculty/staff are authorized to participate in this study abroad program. In the event that the additional faculty/staff are not registered within the same department of the faculty leader, it is the responsibility of the faculty leader to make sure that the additional faculty/staff receives confirmation from their Department Chair and Dean.

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| **Endorsement by:** | **Name** | **Signature** | **Date** |
| USF Health International Office: | Jesse Casanova, MS |  |  |
| Faculty Leader: |  |  |  |
| Department Chair or Associate Dean of Academic Affairs: |  |  |  |
| College’s International programs office:   * College of Medicine: Jayme Smith, BS [jaymesmith@usf.edu](mailto:jaymesmith@usf.edu) * College of Nursing: Jennifer Kue, PhD [jkue3@usf.edu](mailto:jkue3@usf.edu) * College of Public Health: Tricia Penniecook MD, MPH [tpenniec@usf.edu](mailto:tpenniec@usf.edu) * College of Pharmacy: John Clark, PharmD, MS, FASHP, FFSHP [jclark9@usf.edu](mailto:jclark9@usf.edu) |  |  |  |
| **FOR INTERNAL USE ONLY:** | | | |
| **Endorsement by:** | **Name** | **Signature** | **Date** |
| Dean of College: |  |  |  |
| Associate Vice President International, USF Health | Dr. Lynette Menezes |  |  |

If you have any questions, please contact USF Health International at [healthglobal@usf.edu](mailto:healthglobal@usf.edu)