**USF Health Faculty-led Study Abroad: Department/College Approval Form**

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

*This form must be typed or completed on your computer and printed out for signatures in order to be processed.*

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| **USF Health Faculty-led Study Abroad Program Information** | | |
| Study Abroad Program/ Group Name: |  | |
| Name of Faculty Leader: |  | |
| Faculty Title: |  | |
| College & Dept.: |  |  |
| Phone Number: |  |  |
| USF Email: |  | |
| Accompanying Faculty/Staff Name (s): |  | |
| Accompanying Faculty/Staff Email (s): |  | |
| Program Location(s): (city/country) |  | |
| Host/Partner Institution Name(s) and Location(s): |  | |
| Program Term: | Fall  Spring  Summer  Year \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| Program Start Date: (MM/DD/YY) |  | |
| Program End Date:  (MM/DD/YY) |  | |
| Description of Travel Program:  What is the purpose for travel? Describe your planned activities. Are there any benefits to the community(s) you will visit?  *Attach supporting documents if necessary.* |  | |
| Will this experience be credit-bearing? | Yes  No  If yes, please describe type of credit offered: | |
| Estimated No. of student participants: |  | |
| Source(s) of funding: |  | |
| Has your Dept/College traveled with students to this location previously? | Yes  No | |

**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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| **Program Approval by:** | **Name** | **Signature** | **Date** |
| Faculty Leader: |  |  |  |
| Department Chair: |  |  |  |
| College’s International programs office: College of Medicine: Linman Li  College of Nursing: Stephen McGhee College of Pharmacy: Umesh Jinwal College of Public Health: Jesse Casanova |  |  |  |
| Dean of College: |  |  |  |
| Assistant Vice President International, USF Health | Lynette Menezes, PhD |  |  |

Directions: The signed copy of this form should be submitted to USF Health International – Travel Coordinator at [hhuynh@health.usf.edu](mailto:hhuynh@health.usf.edu) or MDA 1007 (WELL Building).

If you have any questions, please contact USF Health International- Cristienn Joudaane, 813-974-4003.