

## Faculty-Led Study Abroad Program (FSAP) Proposal INSTRUCTIONS

Thank you for your interest in developing a Faculty-Led Study Abroad Program (FSAP) at the University of Idaho. This instruction sheet is provided to give you an idea of what information we need in order to approve your program proposal and make it the best possible experience for you and your students. It is strongly suggested that you meet with Mary Ellen Brewick in the International Programs Office (IPO) before finalizing your proposal in order to discuss the logistics of planning your program.

This proposal, once signed by your Department Chair, College Dean and the IPO office, is the **official approval** by the University of Idaho of your FSAP. Without this approval, you are not covered by the University of Idaho and you open yourself up to a tremendous amount of liability. If you have any questions or concerns, please feel free to contact us.

1. **Dates:** Please provide the dates of the FSAP program. These are the dates that you are responsible for the students and are on official University of Idaho business. If you are still finalizing dates, please provide your best estimate, indicate that they are *tentative*, and make sure to notify Mary Ellen Brewick when your dates are finalized.
2. **Target Student Group Size:** Some programs can only run if they have a minimum number of students. Other program leaders will cap their student numbers at what they feel is a manageable number. What is the minimum number of students that you can accept on your program? What is the maximum number of students that you can accept on your program? Your budget or itinerary may determine the minimum and maximum number of students you can take, for example, if you rent a bus that can fit only 12 people or if you need at least 15 students to keep the cost of the program under a certain amount of money.
3. **Logistics:** Some faculty members choose to plan all of the logistics of their FSAP themselves. They are familiar with the area, are interested in that level of involvement and may believe that this will keep costs low. Other faculty members choose to work with an outside FSAP provider because they offer experience and expertise in planning FSAPs in a specific location, provide an extra layer of support and guidance, and allow the faculty member to run an FSAP even if they are short on time. If you choose to use an outside provider, please speak with Mary Ellen Brewick about a list of high quality providers that work in the host region and information on the bidding process. Either option is okay with IPO, but you should carefully consider your own time, knowledge and energy resources, what activities you hope students will do during the FSAP, and your familiarity with the host culture and host country. Please provide the names and contact information of anyone that you are working with to plan and execute your FSAP. This information is critical in case of an emergency.

4. **Accommodations:** The International Programs Office must know how to get in touch with students and faculty leaders at all times. Will students be staying with a host family? In dorms or residence halls? In hotels? How will the housing be chosen? How will the housing be paid? Please list the type of housing (hotel, hostel, homestay, etc) for both students and faculty and provide the contact information for each. *If you will be staying in multiple cities or accommodations, please provide that information in an additional page.*
5. **Proposed Transportation to Program Site:** Group travel means that you will meet the students in the U.S. and travel together to the program site. Independent travel means that students will be responsible for arriving at the program site by the start of the program.
6. **Field Trips:** Will you be taking the students on any fieldtrips? Where will you go? How will you get there? How will the costs be covered (part of program fee or not)? Are there any special risks or safety considerations?
7. **Itinerary:** *Example found in Appendix A.* It is okay if this is a tentative itinerary, but it is important that these details be finalized as soon as possible. There will always be last minute changes and adjustments, and that flexibility is important, but thinking through each day will help you get an overall sense of the program logistics. This itinerary will be especially important when creating your Tour Fee. You are welcome to submit an itinerary created by an outside provider.
8. **Proposed in-country transportation:** Please be specific in terms of the kind of transportation you will be using. If you use anything other than public transportation, please provide the name and contact information of the company/organization you will be using.
9. **Student Recruitment Plan:** It is important that you are able to recruit enough students to run your program and the sooner you begin student recruitment the better chance you have of reaching your minimum participation numbers. While IPO is happy to offer your program to students who express interest, the majority of student recruitment happens before students ever come to our office. It is strongly suggested that you talk to students about your program, visit classes, and participate in the Fall and Spring Study Abroad Fairs.
10. **Pre-departure preparation meetings:** All students will be required to attend a Pre-Departure Study Abroad Orientation and to complete the Blackboard “course” for studying abroad (including some readings and a few short quizzes). You will be responsible for meeting with your students to discuss course and program expectations. It is not necessary that your meetings be for credit or that you meet a certain number of hours, but you should provide periodic updates to your students and the more prepared they are to go, the smoother the experience will be for all.

**11. Host Country Specific Safety and Risk Management:** *Example found in Appendix B.*

This area is extremely important. Please think carefully about any natural disasters, health risks, criminal activity, or other safety issues that you or your students might experience. Is your FSAP in a country that experiences earthquakes? In a city that has a high rate of petty theft? Are there diseases or other health issues that your students need to be prepared for? Are you participating in any high-risk activities (i.e. hiking, llama trekking, sky diving, swimming, etc)? Please refer to the Country Specific information at <http://travel.state.gov/> and your own, if any, experiences in the host country. For each safety issue, please let us know what you will do to prepare. For example, if you will be in an area that has dangerous traffic, maybe you will plan to have everyone picked up and dropped off at the hotel at the beginning and end of each day. If you go to a country that has tsunamis, maybe you will educate your students on what to do in case of a tsunami and have an emergency meeting place agreed upon beforehand. You will also be required to register your group with the American Embassy in the host country upon your arrival.

**12. Per-Credit Fees:** A percentage of the per-credit fee that students pay goes back to their college. The college then decides what percentage, if any, is given to the department. The department then decides what percentage, if any, is given to the specific program budget. If your program will receive some of this money, you may be able to charge students less, because a percentage of their per-credit fees will go to your program budget. This information is important when determining your Program Fee.

**13. Salary and Per Diem:** Every FSAP is unique, including the way that a faculty member's costs are covered. Some faculty members are able to combine leading a FSAP with other international work or travel, reducing some of their costs. Others have academic departments or outside grants that contribute to their expenses. It is *very* important that everyone involved (the faculty member, department, college, IPO) is clear about whether salary and per diem will be paid and who will pay it. This will affect how the student fees are calculated, the process for getting travel expenses paid, and the minimum number of students needed to run the program. The "budget official" who needs to sign this page may be different for each college or department, but it should be the person who either makes the decision about salary and per diem or the person that is responsible for carrying out the departmental/college policies.