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**Hunter Faculty-Led Study Abroad
Program Proposal Guidelines**

Proposal Guidelines

* The Office of Education Abroad in partnership with Hunter College academic units administers all faculty-led credit-bearing programs. Any faculty member who wishes to lead a program overseas that carries academic credit **must submit a proposal and be approved by the Office of Education Abroad Programs, Office of the Provost, and CUNY Central Office.**
* Academic department(s) are responsible for reviewing and endorsing all academic components of the proposed program including course subject matter, instructional methods, syllabus(i), and contact hour requirements (see below) prior to submission.
* Hunter courses offered abroad must be of comparable academic rigor to those offered on campus. The number of credits associated with the program should be comparable to those of the course. In addition to class time, contact hours may include lectures, field trips/excursions, group learning activities, program specific orientation meetings, research, service learning, community projects, volunteer time, homework/assignments, other academic activities, and cultural activities conducted prior to, during, and/or after the in-country program dates.
* Courses being taught on faculty-led programs must meet the learning objectives indicated in the College approved syllabus. Adaptations to the course outline, learning activities, and assignments may be made with the approval of the department chair(s) and to reflect the international context in which it will be taught and to ensure the content is applicable to the host country/region. The proposal should indicate how the proposed learning activities meet the course objectives.
* All Hunter faculty-led study abroad programs must be wholly self-supporting. All costs of offering the program must be covered by the program fee charged to the students. Faculty salary and expenses are covered by tuition. Efforts must be made to keep such costs to a minimum without jeopardizing the quality of the program.
* A program will typically have one primary Faculty Director. If the program is associated with two or more courses a second Faculty Director may be considered if they will be teaching a course. Faculty will be paid for the course in the Winter Session and/or receive a course release for the spring, whichever is approved by their Department Chair, Dean and Provost. The summer session will paid as a course.
* A second faculty or staff member may accompany the Faculty Director in a supportive role as a Faculty/Staff Assistant if the program budget allows. Rationale must be provided for the Faculty Assistant. The Faculty Assistant will have no teaching duties and receive no salary but his/her program expenses will be covered.
* Minimum and maximum enrollment numbers will be determined during the program development phase after approval. Programs run with 12-15 students and will typically not exceed 25 participants.
* Program proposals for countries with Level 3 or 4 U.S. Department of State Travel Advisories will typically not be approved and will be assessed on a case-by-case basis by CUNY Central Office of General Consul. Additional information may be required.

Frequently Asked Questions

**Which proposal applications do I need to fill out?**

Faculty must submit a detailed proposal to Hunter first, and then if approved, complete a CUNY Faculty Program proposal.

**When will I know the outcome of my application?**Faculty members will be notified within one month of the submission deadline regarding the outcome of their proposal to Hunter and two months for CUNY Central.

**Can more than one department collaborate on a faculty-led program?**

Yes. Interdisciplinary programs are encouraged as they increase the learning outcomes for the students and the marketability of the program. Please note that if multiple departments are included, each department chair must sign off on the proposal.

**Can more than one proposal be submitted by faculty members within the same academic department?**

Yes, although competition between programs and an assessment of student demand will be taken into account when selecting programs for each cycle.

**Can I make changes to my program after the proposal is submitted?**

If your program is approved to run, the Office of Education Abroad will work with you to develop your program during which changes may be made as needed. Any changes to the academic content, course offerings, number of contact hours/credits, and/or faculty director(s)/ assistant(s) must be made in consultation and approved by the academic department(s). Other changes may include (but are not limited to) program dates, program length, housing, and cultural activities.

**If I am proposing a program that was approved before, do I need to complete this form?**

You will be required to only fill out the CUNY Program Renewal Form.

**Do I need to submit a syllabus for the course(s) I plan to teach abroad?**

Yes. The syllabus should include a timeline or tentative program schedule, learning and cultural activities, and learning outcomes. If there are multiple courses being offered, a separate syllabus should be provided for each course. Syllabi should be no older than three years.

**Who reviews my program proposal?**

All complete proposals are reviewed by the Office of Education Abroad, Office of the Provost, and CUNY Central Office of General Consul.

Hunter Application Instructions

A complete program proposal must include the following:

* Hunter Faculty-Led Study Abroad Program Proposal Application
* Course syllabi for all courses being taught on the program that includes a tentative program schedule including anticipated topics, assignments, learning activities, and learning outcomes for the course(s) prior to, during, and after the program.
* Signatures of the faculty director(s), alternate faculty director, faculty/staff assistant (if any), and department chair(s)

Complete proposals should be submitted to: Office of Education Abroad, HE 1421, edabroad@hunter.cuny.edu

**Hunter Faculty-Led Study Abroad
Program Proposal Application**

Faculty Director Information

Primary Faculty Director Name: Click or tap here to enter text. ID#: Click or tap here to enter text.

Tel. #: Click or tap here to enter text. Email: Click or tap here to enter text.

Academic Department: Click or tap here to enter text.

Do you plan to be absent from campus (sabbatical, extended leave, etc.) in the year preceding the proposed program term?\* Choose an item.

*\*Faculty who will be absent for any part of the academic year prior to the proposed program may not be eligible to apply. Please contact the Study Abroad Office for more information.*

Please describe your qualifications to lead this program including expertise in your field and/or the host location/region. If the primary language spoken there is not English, please provide information regarding your level of fluency in the primary language of that country, and/or anticipated needs for an interpreter/translator.:

Click or tap here to enter text.

Secondary Faculty Director Name (if any)\*: Click or tap here to enter text. ID#: Click or tap here to enter text.

Tel. #: Click or tap here to enter text. Email: Click or tap here to enter text.

Academic Department: Click or tap here to enter text.

*\*Please see Proposal Guidelines above regarding # of faculty directors*

Please provide detailed and specific rationale explaining the need for a secondary Faculty Director (e.g. teaching discrete courses, unique duties/role, anticipated enrollment numbers, program logistics, co-teaching, training, etc.):

Click or tap here to enter text.

Faculty Assistant Name (if any)\*\*: Click or tap here to enter text. ID#: Click or tap here to enter text.

Tel. #: Click or tap here to enter text. Email: Click or tap here to enter text.

Academic Department: Click or tap here to enter text.

*\*\*Please see Proposal Guidelines above regarding Faculty/Staff assistants*

Please provide detailed and specific rationale explaining the need for a Faculty/Staff Assistant (e.g. unique duties/role, anticipated enrollment numbers, program logistics, training, etc.):

Click or tap here to enter text.

You are required to identify an alternate faculty member to lead the group in the event that you cannot perform the duties of the Faculty Director (unless there is a second Faculty Director or Assistant already designated).

Alternate Faculty Director Name: Click or tap here to enter text. ID#: Click or tap here to enter text.

Tel. #: Click or tap here to enter text. Email: Click or tap here to enter text.

Academic Department: Click or tap here to enter text.

Program Information

Program Title: Click or tap here to enter text.

*Note: Program proposals for countries with Level 3 or 4 U.S. Department of State Travel Advisories will typically not be approved. Petitions by faculty members to run a faculty-led study abroad program in countries with Level 3 Travel Advisories will be considered on a case-by-case basis. Additional information may be required.*

Program city(ies): Click or tap here to enter text.

Program country(ies): Click or tap here to enter text.

Preferred program term: Choose an item. If other, please indicate here: Click or tap here to enter text.

I am flexible regarding the program term.\* Choose an item.

If no, please explain why. Click or tap here to enter text.

Program length (# days in country): Click or tap here to enter text.

Program start date (departure date from U.S.): Click or tap here to enter text.

Program end date (arrival date back in U.S.): Click or tap here to enter text.

Anticipated frequency of offering: Choose an item.

If other, please indicate here. Click or tap here to enter text.

Does this program require students to meet specific physical demands to participate? Choose an item.

If yes, please explain. Click or tap here to enter text.

Please list any cooperating institutions or organizations (if known). E.g. study abroad provider, language school, foreign university, or other on-site organization in the host country(ies). *Note: Faculty directors are not required to have existing contacts or providers in mind – providers will be identified during the program development process.*

Click or tap here to enter text.

Anticipated program housing: Choose an item.

If other, please indicate here. Click or tap here to enter text.

Additional Program Details: In order to ensure that the review committee gives your proposal consideration, please type in your answers below.

Rationale for Conducting Course Abroad

1. Please explain your rationale for choosing the course(s) and the proposed location(s).
2. What are the academic and program goals?
3. Describe all of the proposed excursions (day or overnight trips outside the program location) and their connection to the academic focus of your course(s).
4. Please describe any health, safety, or security considerations related to the location you are proposing and how they may impact the program. You may wish to review the following resources: U.S. Department of State, Centers for Disease Control and Prevention, and the International SOS country risk ratings.

a. Describe the policies and measures the program will take for mitigating any specific health, safety, and security risks identified above. Include any relevant information about local support staff and any related training or experience for managing health, safety, or security issues

1. Which student population(s) are you targeting and why will this program (course and location) appeal to them academically and personally? Approximately how many students comprise your target population on Hunter’s campus?
2. What avenues are open to you through your department and college/school for reaching your target group(s)? (i.e. listservs, newsletters, informational sessions, classroom presentations, events, lectures, etc.) Who are key contacts in your department who will assist with recruitment?
3. Please briefly outline your experience teaching the proposed course(s) or similar courses at Hunter, any experience teaching U.S. students in a foreign setting, or other analogous teaching experience.
4. What is your experience in the proposed location(s)?

Academic Information

Cross-listing of courses within and/or across disciplines and offering both undergraduate and graduate level credit options is recommended whenever possible to broaden the applicant pool.

**Course # 1**

Subject (e.g. ENGL): Click or tap here to enter text. Course #: Click or tap here to enter text. # credits: Click or tap here to enter text.

Requirements fulfilled (if any) i.e. core category/major/minor: Click or tap here to enter text.

Prerequisites (if any): Click or tap here to enter text.
 *Note:* *Prerequisites for existing courses may be adjusted or waived with the approval of the academic department/college if appropriate*

**Course # 2**

Subject (e.g. ENGL): Click or tap here to enter text. Course #: Click or tap here to enter text. # credits: Click or tap here to enter text.

Requirements fulfilled (if any) i.e. core category/major/minor: Click or tap here to enter text.

Prerequisites (if any): Click or tap here to enter text.

**Course # 3**

Subject (e.g. ENGL): Click or tap here to enter text. Course #: Click or tap here to enter text. # credits: Click or tap here to enter text.

Requirements fulfilled (if any) i.e. core category/major/minor: Click or tap here to enter text.

Prerequisites (if any): Click or tap here to enter text.

**Total # of credits to be awarded on the program**

Eligibility requirements (if any) for the program besides course specific prerequisites indicated above E.g. class standing, major/minor, minimum GPA (if higher than standard 2.5 cumulative), etc.

Click or tap here to enter text.

Explain the applicability of the location to the course(s) and/or how the course(s) is/are enhanced by the in-country experience.

Click or tap here to enter text.

Describe the learning activities included in the course syllabi/timeline (cultural activities, classroom time, guest lectures, field trips/excursions, group learning activities, research, service learning, community projects, volunteer time, and other academic activities prior to, during, and after the program) and how they will enhance the academic and cultural content of the course(s).

Click or tap here to enter text.

Program Marketing and Recruitment

Note: It is the responsibility of the faculty director(s) to promote the program with guidance and support from the Office of Education Abroad. Supporting documentation may be submitted with the proposal application to demonstrate anticipated student interest/demand (e.g. # relevant majors/minors at Hunter, informal assessment of student interest in the topic/location, or other relevant information.

How do you plan to recruit participants for the program (please list at least three ideas for marketing which you plan to employ):

Click or tap here to enter text.

Which majors, minors, and/or other student groups do you intend to target in terms of marketing your program?
Click or tap here to enter text.

What challenges do you expect in recruiting for this program?
Click or tap here to enter text.

Provide a brief overview of the program (to be used for advertising materials and the description on the program page) including the academic topic, location, and program highlights such as key excursions, academic visits, and cultural activities.
Click or tap here to enter text.

Faculty Director/Assistant Agreement

This agreement serves to confirm that the primary Faculty Director, secondary Faculty Director or Faculty/Staff Assistant (if any), and designated Alternate Faculty Director understand their responsibilities with regards to the policies, development, marketing and administration of faculty-led study abroad programs sponsored by Hunter College.

1. Academic Content of the Program: Syllabus preparation, textbook identification and orders, course materials, lectures and participant assessment are the responsibility of the Faculty Director.
2. Number of Faculty Directors: A program will typically have **one primary Faculty Director**. If the program is associated with two or more discrete courses a second Faculty Director may be considered. The second Faculty Director will have equal teaching duties, receive a full salary, and their program expenses will be covered. The Faculty Directors may choose to split one full salary or take a reduced salary should the cost of two full salaries be prohibitive to the program budget. If the program is associated with one course but there is a desire for two Faculty Directors, rationale must be provided for the second Faculty Director. If approved, one full salary will be split between the two faculty members.

A second faculty or staff member may accompany the Faculty Director in a supportive role as a Faculty/Staff Assistant if the program budget allows. Rationale must be provided for the Faculty/Staff Assistant. The Faculty/Staff Assistant will have no teaching duties and receive no salary but his/her program expenses will be covered.
3. Faculty Compensation: All Hunter College faculty-led study abroad programs are wholly self-supporting. This means that all costs of offering the program, including the faculty salary and expenses, must be covered by the program fee and tuition charged to the students. All efforts must be made to keep such costs to a minimum without jeopardizing the quality of the program.

Faculty Directors are paid per course or with approval from their department, may receive a course release. Travel and living expenses are covered per the program budget. In order to minimize expenses, there is no per diem allocation for meals with the exclusion of any meals included in the program (e.g. welcome and farewell dinners, daily breakfast if provided at a hotel, meals provided by a host family, etc.).

Faculty/Staff Assistants (if any) do not receive a salary but their program expenses will be covered as above.

For programs that exceed their minimum target enrollment, any significant 'surplus' funds generated beyond the original budget will be used to benefit the students in the form of extra activities/meals, the addition of a Faculty/Staff Assistant, and/or a reduction of the program fee.
4. Collaboration with the Office of Education Abroad: Faculty Directors and Faculty/Staff Assistants agree to work in collaboration with the Office of Education Abroad staff to deliver the highest quality program. Because there are individual as well as shared responsibilities, Faculty Directors agree to communicate regularly with staff members responsible for the study abroad program.
5. Travel and Logistical Arrangements: A program provider or on-site coordinator will be identified by the Office of Education Abroad to arrange program logistics (housing, in-country transportation, excursions and possibly meals, guest lectures, etc.) when needed. Where the faculty member has on-site contacts, there will be shared collaboration of logistical responsibilities. Air travel arrangements for both faculty and students are arranged individually but it is recommended that faculty greet students upon arrival and provide an on-site orientation for students.
6. Marketing and Recruitment: Program-specific marketing and the recruitment of students is one of the primary Faculty Director’s main responsibilities. The Office of Education Abroad in collaboration with the Hunter Office of Student Communication will create a program page and produce materials for marketing purposes. Faculty/departments agree to promote their program to students and peers, Office of Education Abroad is available to conduct classroom visits to promote the program, attend study abroad fairs and market to colleagues and groups within CUNY.
7. Student Orientations: Faculty Directors must schedule and attend orientation in collaboration with the Office of Education Abroad. The Office of Education Abroad will provide general pre-departure information as it relates to health and safety for each student at the orientation session. The Faculty Director is responsible for providing any academic related materials in advance of the orientation for inclusion in participant folders. Because the program is an intense group experience, whose success depends on good group dynamics and clear expectations, Faculty Directors are encouraged to conduct additional pre-departure activities with participants. All programs must have an on-site orientation conducted shortly after arrival. Faculty Directors are expected to plan frequent times during the program for participants to process and reflect on their intercultural experience.
8. General Supervision of Students: Faculty Directors will supervise and direct students in the academic and intercultural goals of the program both pre and post departure. Faculty Directors are the primary person responsible for the supervision and welfare of the students participating in the program, and are, among other things, responsible for supervising and monitoring each student’s conformance to CUNY and Hunter College policies, rules, regulations and standards of conduct. Directors should be familiar with the [CUNY International Travel Guide and Policy](http://www1.cuny.edu/sites/studyabroad/wp-content/uploads/sites/11/media-assets/CUNY-International-Travel-Guidelines.pdf).
9. Accompanying Persons on Faculty-Led Programs: Faculty Directors or Faculty/Staff Assistants intending to have accompanying non-participants on the program must inform the Office of Education Abroad during the development phase to verify feasibility. All accompanying non-participants and the faculty member are subject to the approval of the Provost at least four weeks prior to departure. Children under the age of 18 must be under the supervision of an adult other than the Faculty Director or Faculty/Staff Assistant at all times. At no time should a program participant be asked to care for or supervise a child of a faculty member.
10. Faculty Director Preparation: As leading a study abroad program is both challenging and complex, all Faculty Directors and Faculty/Staff Assistants are required to meet with the Office of Education Abroad prior to leading a program.
11. Health, Safety and Communication: In the interest of the health and safety of participants in faculty-led study abroad programs, the primary Faculty Director is required to confirm the group’s arrival with the Office of Education Abroad via email and/or phone **within 24 hours** of arriving to the program site(s), and is expected to maintain a clear communication link to the office throughout the duration of the program. Regardless of the location(s), Faculty Directors and Faculty/Staff Assistants should be prepared to respond to health and safety problems whether emergency or routine in nature.
12. Financial Reporting: The Office of Education Abroad requires complete financial reporting for all expenses incurred by the program. The Office of Education Abroad staff will review the program budget and the requirements for reporting expenditures according to Hunter College’s accounting procedures with the primary Faculty Director prior to departure. The Faculty Director(s) and Faculty/Staff Assistants are required to submit all required receipts and other documentation for expenses incurred **within three weeks of the program end date**.
13. Final Report and Evaluation: A final program report must be submitted to the Director of the Office of Education Abroad within 30 days following the end of the program. The form will be provided by the Office of Education Abroad and discusses detailed information about the academics and logistics of the program and should describe problems and successes as well as make recommendations for future programming. This feedback is critical to the program evaluation process and planning of subsequent programs.
14. Cancellation: Hunter College reserves the right to discontinue the program at any time before or after departure, at its sole discretion. Reasons for discontinuation or cancellation of the program include but are not limited to insufficient enrollment and elevated travel advisories from the U.S. Department of State. The Office of Education Abroad closely monitors the most recent safety information available from the U.S. Department of State and other sources and will provide the most timely information if concerns arise.

If the program does not reach its minimum target enrollment (as determined by the program budget) by the posted application deadline it may be cancelled. If possible, the application deadline date will be extended. If minimum enrollment still has not been met by the program’s final application deadline, the Office of Education Abroad will assess the program budget and determine whether it is financially reasonable to run. If the program is cancelled due to low enrollment or any other reason, the Faculty Director will not receive any monetary compensation.
15. Withdrawal: It is expected that the primary Faculty Director(s) submitting a proposal is making a commitment to the program and will not withdraw from the position of Faculty Director for the program except in an emergency. You must identify an alternate primary faculty member to lead the group in the event that you cannot perform the duties of Faculty Director (unless there is a secondary Faculty Director or Faculty/Staff Assistant already in place). In the event the primary Faculty Director must withdraw from the program the alternate Faculty Director will be called upon to take over the program.

Acknowledgements and Approvals

*Faculty Director(s)/Assistants*

* I acknowledge that I have read, understand, and agree to the expectations and responsibilities of a Hunter College’s the Office of Education Abroad Faculty Director or Faculty/Staff Assistant as outlined in the Faculty Director/Assistant Agreement above.
* I have reviewed [CUNY’s International Travel Policy Guidelines](http://www1.cuny.edu/sites/studyabroad/wp-content/uploads/sites/11/media-assets/CUNY-International-Travel-Guidelines.pdf)
* The information I have provided on this form is true and accurate to the best of my knowledge.

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*Primary Faculty Director Name Signature Date*

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*Secondary Faculty Director Name (if any) Signature Date*

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*Faculty/Staff Assistant Name (if any) Signature Date*

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*Alternate Faculty Director Name Signature Date*

*Sponsoring Department(s)*

Academic department(s) and college(s) are responsible for reviewing and endorsing all academic components of the proposed program including course subject matter, instructional delivery methods, syllabus(i), and contact hour requirements (see below) prior to submission to Hunter College Office of Education Abroad.

Proposals must be approved by the department chair(s) and submitted to the Provost for review by the primary Faculty Director **at least two weeks prior** to the submission deadline.

*Department Chair(s)*

* I have reviewed and support the applicant's faculty-led program proposal.

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*Chair of the Sponsoring Department Name Signature Date*

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*Chair of the Secondary Sponsoring Department Name (if any) Signature Date*