Faculty Led Program Proposal Form

FACULTY LEADER INFORMATION

Main Faculty Leader: __________________________ Email: __________________________ Phone: __________________________

Replacement Faculty Leader (required): __________________________ Email: __________________________ Phone: __________________________

Secondary Faculty Leader (optional): __________________________ Email: __________________________ Phone: __________________________

Third Faculty Leader (optional): __________________________ Email: __________________________ Phone: __________________________

Is the main faculty leader a graduate faculty member? □ Yes □ No

COURSE INFORMATION

Department Code(s) and Course Number(s): __________________________ Number of Credit Hours: __________________________

Course Title(s): __________________________

Year: __________________________ Term: □ Fall Semester □ Spring Semester □ Summer Semester

Course Start Date (MM/DD/YYYY): __________________________ Course End Date: __________________________

On-Campus Meeting Dates (if any, both pre- and post-tour): __________________________

On-Campus Meeting Location(s) (if known): __________________________

Minimum Enrollment: __________________________ Maximum Enrollment: __________________________

Target Audience: □ Undergraduate □ Graduate □ Other

Prerequisites: □ Same as catalog □ Minimum 2.5 GPA □ Other (please specify)

Will this program admit non-credit participants? □ Yes □ No

If yes, will the program waive the audit (tuition) fee for these participants? □ Yes □ No

Will this program admit non-K-State students? □ Yes □ No

STUDY TOUR INFORMATION

Study Tour Period: □ Fall Break □ Winter Break □ Spring Break □ Summer □ Other

Departure Date: __________________________ Return Date: __________________________

Host Location(s) (Cities and Countries): __________________________

Who will book travel?

□ Faculty Leader(s) □ Travel Agent: __________________________

□ Third Party Provider: __________________________ □ Other (please specify): __________________________
FACULTY LEADER COMPENSATION AND TRAVEL EXPENSES

In consultation with their department heads and college deans, faculty leaders may decide how they would like to earn compensation (in the form of salary or DRA) for leading this program. Education Abroad will create this program’s course(s) in Global Campus’s EIS system. In the Faculty Payment Agreement, Education Abroad staff will include a tuition projection that informs faculty, department heads, and deans of the minimum amount of tuition they may have available for compensation. As they approve the course(s), the faculty, department heads, and deans must indicate how much of the tuition revenues they wish to allocate toward salary or DRA.

Faculty also may choose how they would like to cover their travel expenses. If faculty pass on all or part of their expenses to students as part of the student program fee, they would retain a larger amount of tuition revenues available for their compensation but charge students a higher fee. If faculty use tuition revenues to cover their leader expenses, they would retain a lesser amount of tuition revenues available for their compensation but reduce the student program fee.

What total amount of travel expenses for all leaders, if any, will the program pass on to students as part of the student program fee? Be sure to include this exact amount in the Faculty Leader Cost cell (Cell B40) of your Program Budget.

☐ All expenses ☐ No expenses ☐ Some expenses (Please specify in total US$)

ADDITIONAL REQUIRED INFORMATION (Please attach hard copies and email digital copies to abroad@ksu.edu)

☐ Course Syllabus
  ☐ Course Description
  ☐ Student Learning Outcomes
  ☐ Required Textbooks (If Any)
  ☐ Required Assignments

☐ Study Tour Daily Itinerary
  ☐ Start and End Dates
  ☐ Academic Activities
  ☐ Excursions

☐ Implementation Plan (One Page)
  ☐ Marketing and Recruitment Plan
  ☐ Target Audience

☐ Program Budget
  ☐ Faculty Leader Cost (if passing on to students)

  ☐ Cost Documentation for Airfare, Lodging, Transport, and Excursions (printouts from travel sites, agent quotes, etc.)

  ☐ Supplemental Information
  ☐ Contact Information for Main Leader While Abroad
  ☐ Addresses and Contact Information for All Accommodations Abroad
  ☐ Contract from Travel Agent, Other Institution, or Third Party Provider (If Needed)
  ☐ Contact Information for Travel Agent, Other Institutions, Third Party Providers, Organizations, or Governments Involved (If Needed)
  ☐ Information regarding Expected Non-Student Participants (Assistant Staff or Students, Faculty-Leader Family Members or Guests, Community Members) (If Needed)
  ☐ Travel Warning Statement (If Needed)
  ☐ Documentation for Driving Abroad (If Faculty Leaders Intend to Drive)

APPROVAL SIGNATURES

I have read, understand, and agree to the Faculty Led Programs Policies and Procedures on the Kansas State University Education Abroad website at http://www.k-state.edu/studyabroad/faculty-advisors/fac_led_policies/introduction.html.

Main Faculty Leader: ___________________________ Date: ____________
Replacement Faculty Leader: ___________________________ Date: ____________
Second Faculty Leader (if any): ___________________________ Date: ____________
Third Faculty Leader (if any): ___________________________ Date: ____________
Department Head(s): ___________________________ Date: ____________
College Dean(s): ___________________________ Date: ____________

OIP Office Use Only:
Accountant for Faculty Led Programs: ___________________________ Date: ____________
Assistant Director of Education Abroad or Advisor: ___________________________ Date: ____________
Director of Education Abroad: ___________________________ Date: ____________