# STUDY ABROAD SPONSORED PROGRAMS ACADEMIC PROPOSAL FORM

*Please use this template to develop your academic program proposal. New proposals should be submitted 15 months prior to intended program start date; renewal program proposal itineraries are due 12 months prior. This form must be completed for all proposed UF Sponsored Study Abroad programs. It requires approval from the Department Chair, College Dean/Associate Dean, and UF International Center (UFIC). All guidance is integrated into the sections below.*

**UFIC Proposal Review Outcomes**

[ ]  UFIC Approves [ ]  UFIC Recycles (Requires more information) [ ]  UFIC Does Not Approve

## SECTION I: FACULTY INFORMATION

Primary Faculty Director: Click or tap here to enter text.
Academic Department/College: Click or tap here to enter text.
UFID: Click or tap here to enter text. Email: Click or tap here to enter text.

Campus Phone: Click or tap here to enter text. Faculty Rank: Click or tap here to enter text.

Experience Leading a Program Abroad:

*(Describe your experience leading a UF Sponsored or other Study Abroad program)*. Click or tap here to enter text.

Faculty Co-Director / Teaching Assistant[[1]](#footnote-1) (if applicable): Click or tap here to enter text.
Role: [ ]  Co-Leader [ ]  Teaching Assistant
Academic Department/College: Click or tap here to enter text.
UFID:Click or tap here to enter text. Email: Click or tap here to enter text.

Campus Phone: Click or tap here to enter text.
Faculty Rank: Choose an item.
Experience Leading a Program Abroad

 *(Describe your experience leading a UF Sponsored or other Study Abroad program)* Click or tap here to enter text.

## SECTION II: PROGRAM OVERVIEW

Program Title: UF in Click or tap here to enter text.
**NOTE***: For a single-location program: name it by city. For multiple locations in one country: name it by country. For multi-country programs: name it by the region*.

Program Secondary Title (if applicable): Click or tap here to enter text.

**Target Audience Information**

Please complete the following fields to help us understand the intended student audience for this program:

Will this program be open to *(check all that apply)***:**

[ ]  Non-UF students [ ]  Non-degree-seeking students

Academic Level*(check all that apply):*

☐ Undergraduate

☐ Graduate

☐ Professional (e.g., Law, Medicine)

Majors/Fields of Study*(list relevant disciplines):*

Click or tap here to enter text.

Minimum GPA Requirement *(if applicable):*

☐ No minimum

☐ 2.5+

☐ 3.0+

☐ Other: \_\_\_\_\_\_\_\_\_\_\_

Year in Program *(check all that apply):*

☐ Freshman

☐ Sophomore

☐ Junior

☐ Senior

☐ Graduate Student

Additional Eligibility Criteria (e.g., language proficiency, prior coursework, etc.):

Click or tap here to enter text.

Preferred Student Characteristics *(optional)*:

(*Describe any qualities, interests, or experiences that would make students a good fit for this program)*

Click or tap here to enter text.

**Program Description** (Narrative): *Describe academic goals, global collaborative skills development, how the location supports learning outcomes, and the unique benefits to students.*

*1. What are the intended academic goals of the program?*

*2.What are the global learning goals of the program and how will students achieve them?*

*3.Who is the intended audience for this program?*

*4.In what way does the curriculum leverage the unique learning opportunity of your host country context?*

*5.How will students uniquely benefit from participating in this program?*

*(Approach this section as a program overview. In a few paragraphs, describe your program while including information asked for in the questions listed. This**description will likely be shared with students. Please do not simply list answers to questions 1-5, but rather, try to write a narrative.)*

Click or tap here to enter text.

**Program Location(s) - City & Country**:
1. Click or tap here to enter text.
2. Click or tap here to enter text.
3. Click or tap here to enter text.

Term: [ ]  Fall [ ]  Winter Break [ ]  Spring [ ]  Spring Break [ ]  Summer A [ ]  Summer B [ ]  Summer C

Program Start Date: Click or tap to enter a date. Program End Date: Click or tap to enter a date.

Program Frequency: [ ]  Runs annually [ ]  Runs every other year

**NOTE**: *UFIC Encourages programs to run on an annual basis*.

Program Model *(Different program models can include different experiential learning types, for definitions of program models, please view the* *Guide to Study Abroad Program Development**):*

[ ]  Integrated [ ]  Hybrid [ ]  Island [ ]  Service Learning [ ]  Internship [ ]  Research

Program Type: [ ]  Faculty-Led [ ]  Partner-Led [ ]  Internship

Intended Enrollment (*estimate*):

Minimum Click or tap here to enter text. Maximum Click or tap here to enter text.

## SECTION III: COURSES OFFERED

***Please read this section carefully. Changes to course offerings may require another proposal.***

Most summer programs offer 6 credits for a 4-6 weeklong program. However, you can also design a program for any length with an appropriate ratio of credits. Faculty can either teach all the courses for UFGPA credit or work with a local partner institution to offer one of the courses for Transfer credit. If you plan to work with a local institution and are not yet sure which class they are going to offer, please simply provide a short description of what you might envision for this course. If you plan to offer a graduate level course in addition to undergraduate courses, please indicate those course prefixes here as well. If you do not get a graduate section approved, your program will only be open to undergraduates.

COURSE #1:
Course Prefix & Number: Click or tap here to enter text. Credits: Click or tap here to enter text.
Course Title: Click or tap here to enter text.
Taught by UF? [ ]  Yes [ ]  No Instructor Name (if yes): Click or tap here to enter text.
List pre-requisites for this course, (*if applicable*): Click or tap here to enter text.
Course Description & Student Learning Outcomes[[2]](#footnote-2) (*Provide a short 4-5 sentence course description - like something you would use to advertise your class to students. This language is what we use to advertise your program to students.*):

Click or tap here to enter text.
Class Structure

*(Give an approximation of how much "structured time" you have with the students each day. How much of this is in a classroom vs a program excursion? As you know, a 3 credit course consists of 45 contact hours - which may occur in or outside of the classroom. We would also ask you to please list examples of the excursions and how those particular site visits will help students achieve the academic learning outcomes previously mentioned.*):

Click or tap here to enter text.
[ ]  Syllabus attached (**required**)

COURSE #2:
Course Prefix & Number: Click or tap here to enter text. Credits: Click or tap here to enter text.
Course Title: Click or tap here to enter text.

Taught by UF? [ ]  Yes [ ]  No Instructor Name (*if yes*): Click or tap here to enter text.
List pre-requisites for this course (*if applicable*): Click or tap here to enter text.
Course Description & Student Learning Outcomes

 (*Provide a short 4-5 sentence course description - like something you would use to advertise your class to students. This language is what we use to advertise your program to students.*):

 Click or tap here to enter text.
Class Structure *(Give an approximation of how much "structured time" you have with the students each day. How much of this is in a classroom vs a program excursion? As you know, a 3-credit course consists of 45 contact hours - which may occur in or outside of the classroom. We would also ask you to please list examples of the excursions and how those particular site visits will help students achieve the academic learning outcomes previously mentioned.*):

Click or tap here to enter text.

[ ]  Syllabus attached (**required**)

## SECTION IV: GLOBAL COLLABORATIVE SKILLS & LEARNING DESIGN

It is a common misconception that the study abroad experience only occurs while abroad. However, to foster a meaningful experience for all participants, faculty must provide proper preparation and engagement for all students before, during and after a study abroad program. Each program adapts the experiential learning models in their own unique way, but all should include personal and academic reflection as part of the curriculum.

Please address how you will prepare, engage and support students during all three phases of the study abroad program:

Pre-Departure: Click or tap here to enter text.

During Program: Click or tap here to enter text.

Post-Program: Click or tap here to enter text.

**Suggested Itinerary**

Provide a suggested itinerary that aligns with the course learning outcomes and the global collaborative skills available in the program location(s), including details on unique attractions, activities, or excursions to ensure an appropriate balance of academic, cultural, and rest time.

Click or tap here to enter text.

## SECTION V: LOGISTICS, HEALTH & SAFETY

Required Vaccinations? [ ]  Yes [ ]  No (If yes, list: Click or tap here to enter text.)

List 3 potential provider(s) and contacts:

**NOTE**: *If you need assistance with finding a provider reach out to the Study Abroad Program Coordinator. For any provider not vetted by UFIC will need to attach a filled Vetting Questionnaire and proof Certificate of Insurance ($1M per occurrence / $3M aggregate).*

1. Name of Provider / Institution: Click or tap here to enter text.

Contact info for Provider / Institution: Click or tap here to enter text.

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Contact info for Provider / Institution: Click or tap here to enter text.

Faculty Housing: [ ]  Hotel [ ]  Dorm [ ]  Hostel [ ]  Homestay [ ]  Apartment [ ]  Other. Specify Click or tap here to enter text.

Student Housing: [ ]  Hotel [ ]  Dorm [ ]  Hostel [ ]  Homestay [ ]  Apartment [ ]  Other. Specify Click or tap here to enter text.

Meals Included? [ ]  Yes [ ]  No [ ]  Some

In-Country Transportation Required? [ ]  Yes [ ]  No (Methods: Click or tap here to enter text.)

## SECTION VI: BUDGET & RISK PLANNING

Budgeting will follow [UFIC guidelines](file:///C%3A%5CUsers%5Cmorrellarley%5CDownloads%5CPending) and include airfare, stipend, insurance, per diem, provider costs, and overhead.
Brief Risk Management Plan: Click or tap here to enter text.

## SECTION VII: REQUIRED ATTACHMENTS

☐ Course syllabus for each course

## NOTE: Once this academic proposal has been reviewed by the Study Abroad Program Coordination Team, will be pre-approved and sent for College and UFIC SAS Director Approval.

## SECTION VIII: APPROVALS & SIGNATURES

**Faculty Signature**

By signing this proposal, I commit to implementing this program as outlined here and approved by the International Center. I understand that any changes to the program design, learning objectives or location may require a new program proposal and approval for UFIC and my college.

Primary Director Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: Click or tap to enter a date.

Co-Director Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: Click or tap to enter a date.

**College Approval**

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: Click or tap to enter a date.

Name: Click or tap here to enter text. Title: (Department/Center Chair/Director)

 Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: Click to enter a date.

Name: Click here to enter text. Title: (Dean or Associate Dean) Click here to enter text.

*Your signatures above indicate your approval of this study abroad program proposal and that you have ascertained the following:*

* *The program offers the appropriate contact hours for the credit hours to be awarded.*
	+ *The program director, any additional teaching faculty or graduate teaching assistants (if applicable) are qualified to teach in this program.*
	+ *The program is appropriate and sufficiently rigorous, as it relates to the content and pedagogical method(s) appropriate to the discipline, (traditional lecture, field research, service learning, etc.).*
	+ *Academic and global student learning outcomes are clearly defined and will be incorporated in all aspects of the study abroad program.*
	+ *All course numbers listed exist and have been taught on campus within the last 5 years.*
	+ *The department will register students for the departmentally controlled sections.*
	+ *In the event the designated Faculty Director becomes unavailable to lead the program, the academic department should identify and designate a qualified replacement in consultation with UFIC. This ensures program continuity and compliance with UFIC standards.*
* *All UF faculty led programs are self-funded (off-book) programs. Departments will not receive any SCHs for the courses offered abroad.*

**SAS Approval: Date:** Click or tap to enter a date.

**Name:** Click or tap here to enter text. **Title:** Click or tap here to enter text.

1. Graduate students or postdoctoral researchers serving as Teaching Assistants must be affiliated with the Faculty Director’s department and complete UFIC’s mandatory training modules. Their role includes instructional support, student engagement, and logistical assistance, but does not replace faculty responsibilities leading the program. [↑](#footnote-ref-1)
2. *For* ***partner-led study abroad programs****, where courses are taught by the host institution and validated through UF equivalency, please provide a summary of the types of courses available, including subject areas, instructional levels, and how students select courses based on their academic goals. Describe the process by which course equivalency and credit transfer are determined, including the roles of UF academic advisors, international program staff, and any relevant tools or databases. Include 2–3 sample course profiles with titles, brief descriptions, and typical UF equivalencies to illustrate academic alignment. Outline general academic and intercultural learning objectives that students are expected to achieve through participation in partner-led coursework. Finally, explain how students work with UF advisors to ensure selected courses fulfill major, minor, certificate, or elective requirements toward degree completion.* [↑](#footnote-ref-2)