UNIVERSITY OF FLORIDA INTERNATIONAL CENTER (UFIC)

STUDY ABROAD SERVICES (SAS)-UF SPONSORED PROGRAMS

STAMENTS OF WORK CHECLIST FOR FACULTY

***This checklist is designed to support UF Faculty Directors in preparing and reviewing itineraries for programs. Faculty are encouraged to consult with SAS program coordinators for a pre-submission review. Failure to align proposed itineraries with the checklist items may result in delayed approval or required modifications.***

# 1. Academic Requirements

☐ Does the itinerary meet UF’s **academic contact hour requirement**? (15 instructional hours per credit earned)

☐ Have **academic days and instructional sessions** been clearly identified in the itinerary?

☐ Are **classroom facilities** (location, A/V, capacity) confirmed and appropriate for all sessions?

☐ Have **guest lectures, masterclasses, or workshops** been proposed? Provide topics when available.

☐ Are **industry or academic site visits** aligned with course objectives?

☐ If **excursions** are included, do they have academic/cultural relevance or learning outcomes?

# 2. Learning Activities

☐ **Walking tours, guided site visits, or museum visits** directly related to course content

☐ **Project-based learning or assignments** linked to site experiences

☐ Interactions with **local scholars, experts, or communities**

# 3. Logistical Considerations

☐ Have you specified **dates and cities** covered in the itinerary?

☐ Is the **program length** within the 7–89 days required for Faculty-Led Programs?

☐ Does the itinerary clarify time **allocations for classes, meals, travel, and free time**?

☐ Are all local **transportation** needs arranged (not including international airfare)?

☐ Are **daily transfers** between lodging, classrooms, and sites accounted for?

☐ Are **weekend trips, day excursions, or overnight stays** clearly defined and costed?

# 4. Lodging and Meals

☐ Are **student lodging** arrangements suitable, safe, and appropriate (e.g., shared apartments, hostels, residence halls)?

☐ Are **faculty housed** separately with adequate amenities and privacy?

☐ Are **housing distances** from teaching sites acceptable (commute under 30 minutes)?

☐ Are **meals** included (breakfasts, welcome/farewell, lunch during excursions)?

# 5. Provider Onsite Services

☐ Will the provider assign **on-site staff** for emergency and academic support? (Highly recommended)

☐ Is 24/7 **emergency support** clearly defined and available?

☐ Will **provider staff accompany** students/faculty on excursions or learning activities? (Highly recommended)

☐ Is an **arrival orientation** included to cover safety, logistics, local culture, and expectations?

☐ Has the provider committed to finalizing academic activities **4–6 weeks prior to program start**?

# Sample Itinerary

***You may use the chart below to plan your itinerary.***

* If you have a **specific itinerary** in mind, sketching it out for your provider will help them plan your program.
* If you have a **general idea** of what you want to do during your program, but you are not quite sure how to plan it out, you can give that information here, and your provider will create a plan that fits your needs.

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| **DATE** | **CITY** | **MEALS** | **EXCURSIONS/ACTIVITIES** |
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