

CASE Education Abroad/Away Proposal Information

Application process:

1. Complete an application packet. The packet should contain:
 - a. CASE Education Abroad/Away Travel Authorization form
 - b. Program proposal
 - c. Budget
2. Have Department Chair approve and sign. If the Department Chair is the individual proposing the program, please send to the respective Associate Dean for approval. Chair/Associate Dean will then send the packet to Associate Dean Cheryl Price at cprice7@una.edu. If faculty leaders are in two different departments, both Chairs must review and sign.
3. Packet will be reviewed and approved by the CASE Dean's office on a rolling basis.
4. The review deadline for all trips departing in the summer sessions (including May Intersession) is **August 31st** of the previous year. For abroad trips departing in the fall or spring semester, the deadline for submission is one calendar year before the anticipated departure date. For education away trips departing in the fall or spring the deadline is six months prior to the anticipated departure date.

Please prepare a proposal that includes all of the following:

1. Program title (ex: UNA English in London)
2. Faculty leader names, positions, and contact information (email and cell phone). Note: proposed programs must have **a minimum** of two faculty leaders.
3. Program description
 - a. *Short description that includes the rationale for the program and how course content links to the proposed destination(s). Program goals and objectives should be included.*
4. Program dates & academic term
5. Proposed locations and sample itinerary
 - a. *Include logistics for the program, such as basic information on room and board, flights, and in-country travel.*
6. Course(s) associated with the program
 - a. *Include course number(s), title(s), credit hours, course term, instructor(s), and prerequisites.*
7. Projected enrollments
8. Detailed travel agency/program provider information
 - a. *If using a travel agency or program provider, include detailed contact information and what is being provided/included in the agreement. Note: any contract with a provider must be sent to General Counsel for review and then the CFO for signature. Contracts should be sent to Associate Dean Price who will coordinate their review and approval. Faculty may not sign contracts on behalf of the university. Contracts do not have to be signed before submission of the proposal, but must be signed before final approval is granted.*
9. Host university or partnership details

- a. *If partnering with a host university, government agency, or other entity, provide detailed information about the partnership. Note: any contract with a provider must be sent to General Counsel for review and then the CFO for signature. Contracts should be sent to Associate Dean Price who will coordinate their review and approval. Faculty may not sign contracts on behalf of the university. Contracts do not have to be signed before submission of the proposal, but must be signed before final approval is granted.*
10. Program leader experience
 - a. *Briefly describe each program leader's previous education abroad/away experience and experience in the proposed destination location(s).*
11. Safety and emergency plan
 - a. *List any current or anticipated travel restrictions or precautions for the proposed destination(s). Indicate if your proposed destination has any U.S. State Department, WHO, or CDC travel cautions or recommendations. If vaccinations or vaccination cards will be required, please indicate so here.*
 - b. *Briefly outline your plan for dealing with student traveler emergencies, such as quarantines, hospital stays, or returning home early. Include how you will deal with any additional expenses incurred by an emergency.*
 - c. *Indicate how you will communicate with program participants in the proposed destination(s) (ex: WhatsApp, cell phones, email, etc.)*
12. Starting in fall 2025, there will be one single, common application for all faculty-led trips. Each trip can customize their application. *Please provide a list of additional questions you would like on the form for your trip. Additionally, if you want students to upload documents (such as an application essay or recommendation letters) include a list of documents and instructions for what the students should include in the application. The standard questions are below:*

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| • Name, first and last | • Emergency Contact, name, number, email, address |
| • L # | • Do you have a valid passport? |
| • Email | • If so, please list your passport number. |
| • Date of Birth | • References: 2 references, 1-2 faculty and or one staff and faculty. Please provide the name and contact information for those who <u>have agreed in advance</u> to serve as a reference for you on this trip. |
| • Personal Address if any | • Passport Requirement: Please note that you need to provide verification to the trip leaders no later than March 1 that you have a passport. - Acknowledgement |
| • Campus Address if any | |
| • Phone number | |
| • Overall GPA | |
| • Classification: Freshman etc. | |
| • Which College | |
| • Which Major/Concentration | |
| • Is this your first education abroad trip? | |
| • Will this be your first opportunity to go abroad? If not, please describe the extent of your travel experience. | |
| • Trip Chosen (Multiple trips ex. Summer and Long term) | |