University of North Alabama
FACULTY SHORT-TERM TEACHING ABROAD PROPOSAL FORM

Faculty Director Name: ____________________________ Department: ____________________________

Phone Number: ____________________________ E-mail: ____________________________

Dates of Proposed Program: ____________________________ Program Country: ____________________________

University Affiliation in Country (if applicable) ____________________________

Travel Agency (if applicable): Name: ____________________________ Phone: ____________________________

Proposed Course Title(s) and Number(s): ____________________________

The course(s) will be counted for:
General Education ___ Major ___ Minor ___ University Elective ___ Internship___ Graduate___

Application Deadline: mm/dd/yyyy

Application Procedures:
Please attach to this application form the following information:
1. CV and adapted course syllabus for teaching abroad.
2. Proposed itinerary (including fieldtrip information if applicable).
3. Itemized program costs.
4. A description of your knowledge of and/or experience in the program country or region.

Upon approval from the Dean to offer this proposed study abroad program, I agree to the following terms:

1. I will actively promote and recruit for the approved program and will operate the program according to University Guidelines for Faculty Teaching Abroad (to be revised by IPO committee).
2. I agree to consult with the Department Chair and Dean in developing and managing the program budget.
3. I agree to consult with the Dean in advance before canceling the program once approved.
4. I will organize and conduct program-specific orientation sessions for the program participants.
5. I will participate with the program participants in the campus-wide pre-departure orientation on a Saturday organized by OIA.

Faculty Director Signature: ____________________________ Date: ____________________________

Review Procedures:

Step 1. Department Chair’s Recommendation: Yes___: No___ ____________________________
Comment: ____________________________________________________________
Chair Signature: ____________________________ Date: ____________________________

Step 2. Dean’s Approval: Yes___: No___ ____________________________
Comment: ____________________________________________________________
Dean Signature: ____________________________ Date: ____________________________

Upon the dean’s approval, a signed copy of this application form should be forward to IPO Committee and the Office of International Affairs (OIA), UNA Box 5058, Powers Hall.