

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 ___ _____

Chair Signature _____ Date _____

Comment: _____

Step 2. Dean's Approval: Yes ___; No ___ _____

Dean Signature _____ Date _____

Comment: _____

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.