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

Faculty Director Name: ___________________ Department: ____________________________

Faculty Co-Director Name (if applicable): ___________________ 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 Procedures:
Please attach to this application form the following information:
1. Adapted course syllabus for teaching abroad.
2. CV of Faculty Director and Co-Director.
3. Proposed itinerary (including field trip information if applicable).
4. Itemized program costs.
5. A description of your knowledge of and/or experience in the program country or region.
6. This application form should be submitted together with the above five items to IPO Committee via the Office of International Affairs (OIA) with the Departmental and Dean’s recommendations before January 1, 2013.

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

1. I understand that UNA faculty-led study abroad programs are operated on a self-sufficient financial model and that my course fee can be prorated in the event of a low enrollment which fails to meet the minimum requirement established by UNA.
2. I agree to consult with the Vice Provost for International Affairs in developing and managing the program budget.
3. I agree to consult with the Vice Provost in advance before canceling the program once approved by the University.
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 hosted by OIA.
6. I will provide OIA with proper receipts for all program related expenses and submit a director’s report on the program operations and suggestions for future improvement to the Vice Provost within 30 days after return from the program.

Faculty Director Signature: ___________________ Date: ____________________________

Faculty Co-Director Signature: ___________________ Date: ____________________________

Review Procedures:
Step 1. Department Chair Recommendation: ___________________ Department Chair Signature Date

Comment: _______________________________________________________________

Step 2. Dean’s Recommendation: ___________________ Dean Signature Date

Comment: _______________________________________________________________

Step 3. Vice Provost of International Affairs Approval: ___________________ Signature Date

Comment: _______________________________________________________________