Global Experiences Faculty-Led Program Summary

NOTE: The information shared within the program proposal can and may be edited throughout the program development process over the coming year. Details shared as part of the college proposal may not necessarily be the final elements of the program.

Program and Leader Overview

The faculty leader and coordinator work together to complete the information below while developing the program and will be used for final college approval of the program.

1. Name of Program (This name will be used in student application and marketing materials. Make sure that the program name is short, appealing, and clearly conveys the program/course topic(s). Be creative!):

2. The proposed location - city, and/or country:

3. Program length in weeks:

4. The academic term when the program will be offered:

5. Is this a proposal for a new program or a new structure?   Yes or No

6. Primary Leader Name and Title

7. Additional Leader Name and Title (if applicable):

8. Name of Sponsoring Departments(s):

9. Department Chair, Head, or Director:

10. Describe the location in 1-2 paragraphs. What is the appeal as a place to visit/live, and its importance for the program/learning content? (This information is to be used in the marketing materials):

11. Will leaders be on-site for the entire duration of the program? If not, please provide an explanation:

12. Will an unaffiliated traveler be with you? If yes, please make sure you review the [unaffiliated traveler policy](#).

13. If this program is led by only 1 leader, briefly describe an instructional plan should you become ill or need to provide 1 to 1 care to a student (i.e., student needs to go to a medical clinic):

14. Preliminary cost per student including billable total, non-billable estimate, anticipated total program cost (completed by GEO coordinator).

College Requested Student Learning Overview

After completing the questions below, please upload a draft of all syllabi for both UNL and Partner Institution courses to the OneDrive Folder or send them to your Coordinator.

The following information will be used to help college curriculum actions if needed and will help college leaders determine the academic value of the program. As with all curricular actions, the college will provide feedback for improvement, and give final approval.

1. The total number of credits students will earn during the program:

2. Course/s prefix and number:

3. UNL course/s title:

4. If multiple courses will be offered during the program, please provide the number of credit hours per course:

5. Upload Syllabus to OneDrive

When applicable, Non-UNL Academics (if not applicable skip to section 3)
1. Will instruction be provided by another institution that will be granting course credits?
    a. If yes: Approval for all 3rd party transcripts or certificates should be run through the normal process for evaluating education abroad transfer credits. Talk with GEO coordinator for transfer credit requirements.

2. Who is the course-providing Institution or Organization?

3. Is the institution or organization accredited (AACSB, ABET, etc.)? If yes, please list the accreditation.

4. Please provide details of all non-UNL courses
    a. Title, prefix, and course number
    b. Number of credit hours
    c. Is the course required by all students on the program
    d. Estimated instructional contact hours (While course formats vary, instructional contact hours abroad should align with on-campus expectations. For example, for a lecture or seminar course, 15 contact hours of instruction are required for 1 credit hour.)
    e. Upload course syllabus to OneDrive folder
    f. Which UNL department will evaluate this course for transfer credit?
    g. Is there a UNL equivalent course?

Logistics

After completing the questions below, please upload a draft of the program itinerary to the OneDrive Folder or send it to your Coordinator.

Please read through the logistical arrangements content on the Global Experiences website (https://educationabroad.unl.edu/run-program/logistical-arrangements). For all logistics questions coordinated by the on-site partner, just identify that they make the arrangements.

1. Will an in-country partner coordinate the logistics for your program? If so, what company are you looking to use?

2. What logistics and services will the in-country partner coordinate and/or provide?

3. Lodging: Please describe your lodging plans for all nights you will be in the country for both participants and leaders.

4. Group Meals: How will group meals be coordinated in the country?

5. Individual Meals: What options will students have for individual meals (i.e. eat at residence, provided by hotel, restaurants)?

6. Private Transportation: If your program needs in-country transportation, do you have a provider identified and do they have professional drivers and the needed insurance?

7. Will there be any in-country or regional airfare and if so, who will coordinate those flight arrangements?

8. Translation Services: Will you need translation services and if so, who will provide them?

9. Is any type of visa required for U.S. students or faculty to enter the host country? NOTE: Please review the Entry, Exit & Visa Requirements section of the U.S. Department of State Country Information (https://travel.state.gov/content/travel/en/international-travel/International-Travel-Country-Information-Pages.html) or CIBT Visas (https://cibtvisas.com)

Risk Assessment and Mitigation

In addition to answering the questions below, we ask that all leaders meet with Dave Long, Director of Global Safety and Security, three months prior to program departure to outline your risk mitigation plans.

1. Have you read the Department of State DOS advisory status for the country you will be visiting?

2. Have you read the Center for Disease Control advisory for the country you will be visiting?

3. Have you looked through the AIG (travel insurance company) advisory for the country you will be visiting?

Student Eligibility and Recruitment

The Global Experiences Office helps create marketing materials (print/web brochures and digital signs) for all programs. However, recruitment is most effective when the leader(s) set realistic enrollment goals and take an active role in recruiting students.

1. Provide a brief overview of the program's target audience (number of participants, academic level, majors/minors, etc.)

2. Please describe your recruitment plan.

3. What is the minimum number of participants set by your unit (college or department).

4. What is the maximum enrollment for this program?

5. Will participants be required to be at a specific academic level, or have completed a specific number of credit hours?

6. Will participants be required to be in a specific major(s) or minor(s)? If yes, which major(s) or minor(s)?

7. The Global Experiences Office requires participants to be in good academic standing, typically with a 2.0 GPA. Does your program have a different expectation and if so what is the academic criteria?

8. Are there any restrictions based on student physical abilities, if so what?