Faculty-Led Proposal: Phase I

Dear Internationally Passionate Colleagues,

We are very excited that you are interested in leading a faculty-led study abroad program. Each year, faculty-led programs support the mobility of 250+ students, about half of RIT's total annual study abroad participation. Developing a program and leading a group of students overseas is a complex process that takes a year of planning and engages multiple campus partners, including Risk Management, Office of Legal Affairs, Registrar's, Student Financial Services, Financial Aid, Access Services, and more. We greatly appreciate your hard work and fortitude in organizing such impactful experiences for RIT students.

Each year on January 1, we open the call for proposals for new faculty-led programs for the following academic year. Our website is an excellent resource for guiding you through the process of faculty-led program development: https://www.rit.edu/global/lead-a-study-abroad-program. Before you submit a Phase 1 form, it is highly recommended that you meet with the Program Manager in the Education Abroad office to discuss your program ideas. Please complete all fields in the form below, gather appropriate signatures, and submit to the Education Abroad office by emailing it to faculty-led@rit.edu by the deadline on March 15.

RIT has the capacity to support about 20-25 total faculty-led programs each year. This way, we can ensure each program has the support and attention it needs to be safe and successful. Unfortunately, that means not every proposed program will be accepted. Program selection is a strategic process that evaluates proposals and selects programs that:
- Do not compete with each other or our global campuses and therefore dilute participation.
- Cater to a sufficient student audience that makes the program viable.
- Meet strategic goals around location preference, student audiences engaged, and partners utilized.
- Maximize college and department resources by being repeatable 2-3 times over the course of 5-6 years.
- Have reasonable and feasible costs for students as well as the colleges/departments that might be contributing funding.
- Engage new faculty and give others a chance to lead a program.
- Meet RIT's basic health and safety requirements (No high-risk activities, U.S. State Dept. Travel Warnings).
- If it is a renewed program, demonstrate the success of previous iterations.

We appreciate your understanding as we work to create a suite of programs that maximize student interest, existing resources, and faculty engagement. If your proposed program is not selected to run this year, we are very happy to discuss other ways to support your internationalization efforts.

Kindly,

Jenny Sullivan
Director, Education Abroad & International Fellowships
Global Village Bldg. 400 Rm. 2075
(585) 475-3224

BASIC PROGRAM INFORMATION

Are you Creating a new program Renewing a previously established program	

Program Title *This is not the course title. Consider a title that is engaging and will attract students.*

Faculty and Staff Roles

Primary Faculty/Staff Name:

Role *(check all that apply):*   Instructor   Traveling   Other _____

College: Department Chair/Supervisor:

Secondary Faculty/Staff Name:

Role *(check all that apply):*   Instructor   Traveling   Other _____

College: Department Chair/Supervisor:

Dates of Program	**Program Location(s) (City, Country):**
Date Students Depart U.S.:	
Date Students Arrive in Country:	
First Day of Student Housing:	**Term Credits Earned:**
Date In-country Program Starts:	
Date In-Country Program Ends:	**Term of Travel:**
Last Day of Student Housing:	**Class meeting days & times** (or to be tailored based on student availability):
Date Students Depart Host Country:	

RIT Courses Offered: If course is open to grad students, list grad course info.

Course Name	Course Number	Number of RIT Semester Credits

Related Field(s) of Study:

How do these courses fit into degree curriculum? *choose all that apply and provide the names of all applicable minors, immersions and perspectives*

   Major Course   Minor (which?)   Free Elective   GE Elective

   Major Elective   Immersion (which?)   Perspective (which?)   Honors

Required Course Prerequisites: *If none, write 'none'*

STUDENT PARTICIPANT INFORMATION

RIT does not discriminate. RIT promotes and values diversity and provides equal opportunity to all qualified individuals regardless of race, color, creed, age, marital status, sex, gender, religion, sexual orientation, gender identity, gender expression, national origin, veteran status, or disability. These factors should not influence student participation selection.

Please note that your program will be open to all eligible students and you should consider, in conjunction with RIT Education Abroad and RIT Access Services, how you will accommodate students with disabilities and access needs.

To be eligible for study abroad at RIT, all students must:
- *Be matriculated at RIT. A student cannot audit a study abroad course*
- *Be cleared by RIT's Conduct and Conflict Resolution office*
- *Not have a financial hold on their eServices account*
- *Be in good academic standing and have a minimum 2.5 cumulative GPA at the time of application (students with lower GPAs may appeal and will be considered on a case-by-case basis)*
- *Meet any program-specific eligibility requirements such as pre-requisites, class level, etc.*
- *Attend a mandatory Pre-Departure program*
- *Cannot have had a conduct violation on a previous study abroad experience that resulted in a probation or removal from program*

Minimum Number of Participants: 8	**Maximum Number of Participants:**
Required College/Major(s): *If none, write 'none'*	**Required Language & Minimum Level:** *If none, write 'none'*

Preferred Participant Qualifications: *choose all that apply and note that whatever you choose as criteria must be clearly communicated to applicants and you will need to have a process in place to evaluate applicants based on your chosen criteria.*

GPA

Year Level(s)

Demonstrated skills *(via portfolio, etc.): Briefly describe desired skills:*

Demonstrated motivation/ maturity*: Please select which options to evaluate this criteria in the application.*
       Interview
       Essay
       References

Other - *please explain*:

Accommodations: Are there any essential components or characteristics of your program that may make it difficult for some students to participate (for example, extreme physical activity, exposure to potential allergens, etc.) What are the accommodations you could make to support your student participants?

PROGRAM DESCRIPTION/RATIONALE

Please use as much space as necessary, a scrolling option will appear within the text box to accommodate your response.

Provide a program summary that highlights key program elements and learning outcomes. (This will be the program overview presented to students in marketing materials.)
- Please also include basics about student housing and some of the excursions/planned activities you are interested in incorporating into the program.

Explain how the specific location(s) will enhance the learning goals of the program and be incorporated into the course pedagogy.

Describe how the program provides opportunities that encourage a student's personal, professional and cross-cultural development (e.g. leadership skills, service orientation, maturity, tolerance for ambiguity, growth in cultural awareness). How will this be assessed?

Describe the faculty member(s)'s expertise in this region and qualifications for leading a group of students abroad.

Describe your in-country partners (universities, experts, non-profits, travel agencies, etc.) if applicable, and the support services they will provide i.e. faculty/student housing, transportation, curriculum support (guest lecturers), cultural enrichment activities, etc.

What tools/facilities/technology will be necessary and have you determined if they will be available?

Describe any concerns or challenges you foresee in developing and leading this program.

If renewing an existing program, please describe what you have observed by running the program previously and highlight any major program structure or design modifications from the previous year.

ACADEMIC APPROVALS
By signing below, you are authorizing the academic development of this study abroad program only. **This does not necessarily guarantee that the program will run.** Once a program has academic authorization, RIT Risk Management and RIT Education Abroad will continue to assess program viability and must also grant approval.

To be completed by: **PRIMARY** FACULTY LEADER'S DEPARTMENT CHAIR	
Program Approved: Yes No	**If you require more than a minimum of 8 student participants, list minimum here:**
This course will count toward primary faculty member's: Regular Semester Load Summer Overload Other:_____ *(Please have a contingency plan in case the program does not run.)*	
Signature:	**Date:**
Notes:	

To be completed by: **PRIMARY** FACULTY LEADER'S DEAN or ASSISTANT/ASSOCIATE DEAN	
Program Approved: Yes No	
Signature:	Date:
Notes:	

To be completed by: **SECONDARY** FACULTY LEADER'S DEPARTMENT CHAIR	
Program Approved: Yes No	**If you require more than a minimum of 8 student participants, list minimum here:**
This course will count toward secondary faculty member's: Regular Semester Load Summer Overload Other:_____ *(Please have a contingency plan in case the program does not run.)*	
Signature:	**Date:**
Notes:	

To be completed by: **SECONDARY** FACULTY LEADER'S DEAN or ASSISTANT/ASSOCIATE DEAN	
Program Approved: Yes No	
Signature:	**Date:**
Notes:	

Once all signatures are obtained, submit this form to the Education Abroad office by emailing it to faculty-led@rit.edu.