

Study abroad is central to NJIT's strategic plan. Faculty-led short-term study abroad programs are designed to capitalize on the international experience of our faculty and integrate classroom instruction and experiential learning activities into a carefully planned experience while maximizing the safety of students. Faculty-led study abroad programs should be:

- Academically rigorous
- Supportive of students' graduation progress
- Culturally enriching
- Affordable
- Safe

Faculty are encouraged to submit proposals that enhance the university's offerings toward these goals. Proposals for faculty-led programs should provide a rationale for conducting the course and explain how the choice of location(s) contributes to the overall educational experience. Faculty should have experience in the destination country and preferably be familiar with the language of the country. Experience in leading student groups is helpful but not required. Faculty are required to attend a roundtable meeting annually for training in risk management.

Faculty-led programs are enhanced by immersion into the local culture and community, including academic institutions wherever possible. Courses should have academic integrity and coherence, and instructors should give careful thought to the integration of experiential learning with course readings, lectures, site visits, independent study, research and methods of evaluation.

The Office of Global Initiatives will work with faculty to create the program cost budget (airfare, housing, meals, excursions and faculty travel expenses) and plan the itinerary. Faculty proposing new short-term study abroad programs should discuss their concept and plan with the OGI and then submit the following form to confirm approval from the Chair and/or Dean.

Instructions:

1. Complete the Program Proposal Form
2. Attach a draft itinerary
3. Submit all materials to your Chair. Once you have received approval, send to the OGI by the indicated deadline

To allow sufficient time for developing new program descriptions, publicity materials, approval of courses, recruitment of students, contracting for travel services and registration and payment by students, faculty must allow a minimum of nine months between submitting the initial proposal and the date of travel.

New Program Proposal Form
(**DO NOT** hand write, please type your answers!)

Proposal Submission Deadlines

Winter session - May 1

Spring session - July 1

Summer session - October 1

Faculty Name: _____

Chair Name: _____ Department: _____

Destination(s): _____

Selection of term:

Winter Session Spring Semester with Spring Break Travel Summer Session

Academic year of this trip: AY 20_____

Academics

Course(s) to be offered: _____

Fulfills major/minor requirements

Fulfills elective requirements

What, if any, course(s) will be taught by host country faculty? _____

Target student group (for example, ME major, juniors): _____

What are the learning objectives and outcomes?

Rationale for course and destination choice

What is the rationale for offering this course abroad?

How does this study abroad experience and this destination enhance your academic program and the university's goals for internationalization?

How would you integrate experiential learning and classroom learning in this program?

What international affiliations, if any, would help integrate this program with the local culture and how would that enhance your academic program?

Attendance Policy

Since the course is _____ weeks in duration, the attendance policy will be as follows:
(Note: faculty teaching spring semester classes with a spring break trip are expected to have several meetings on campus with the students before and after the trip.)

Faculty expertise

What experience and expertise do you currently have regarding the location and language for the proposed program?

Budget and enrollment permitting, a second adult is usually required for each group. Do you have a particular faculty member or graduate assistant to propose for this role, and what experience and expertise can this person contribute to the program?

Program/Travel logistics

The Office of Global Initiatives and the University's contracted study abroad providers can help set up travel and program logistics incorporating faculty input and suggestion.

Proposed schedule and tentative itinerary (use a separate sheet if necessary):

List any proposed field trips outside of your host city:

Local transportation: Are you familiar with the location's system of public transportation? Will the students be using it? Will your group need to hire its own transportation?

Do you have an affiliation with a local university? Are you working with a university host overseas? If yes, what role would this university play in providing housing, meals and transportation for the students?

Are there any factors that would limit the size of the program, such as housing, bus size, etc.?

Faculty responsibility acknowledgement

Faculty leading programs have responsibilities beyond teaching the course. Faculty Directors are required to:

- Assist with program recruiting, attending Study Abroad events and Information Sessions.
- Attend a pre-departure Faculty Director's roundtable training session.
- Meet with individual students for advising regarding the program and to interview and endorse their applications.
- Assist with pre-departure orientation for students, providing information about daily life, cultural differences, logistics, risk management and academic expectations.
- Travel with the students to assist with US departure and arrival on site. If not returning with the students, faculty must escort students to the airport for the return flight.
- Provide informal lectures and orientations upon arrival in the host country and during field trips.
- Be "on call" 24/7 and available for assistance with minor events and emergencies, in close coordination with the Office of Global Initiatives if needed.
- Live near enough to the students to be available for emergencies as they arise; many housing arrangements for faculty are in the same building as students.

How would you approach these responsibilities and what experiences have prepared you for such a role?

Acknowledgement and Agreement

Proposing Faculty Name

Signature

Date

Academic Department Role

The Chair(s) of the involved department(s) should support the program and assist in promotion to students through all department faculty. The Chair should also confirm that the program supports departmental goals and does not create conflict of interest through multiple programs targeting the same student populations.

To be completed by Chair

This study abroad program fits within the department's internationalization goals.

Chair Name

Signature

Date

Office of Global Initiatives Staff Name

Signature

Date