



**International Programs**  
820 N. Washington Avenue  
303 Tunheim Classroom Building  
Madison, SD 57042  
(605) 256.5267    international@dsu.edu

# FACULTY-LED PROGRAM PROPOSAL

Program Working Title: \_\_\_\_\_

Person Submitting Proposal: \_\_\_\_\_

Submission Date: \_\_\_\_\_

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## Proposal Checklist

### *Faculty Leader*

- Submitted Faculty-Led Program Proposal Form
- Developed syllabus for each course and attached to program proposal
- Included Program Provider information (proposal, itinerary, and budget), if applicable, in program proposal
- Included detailed Itinerary (including dates and time frames within each day) in program proposal
- Included Budget Worksheet in program proposal

**IMPORTANT:** International Programs Office (IPO) will acquire all signatures from College Deans and Academic Council. Faculty members should sign and submit proposal and supporting documents directly to IPO. The Faculty-Led Program will not be considered if Proposal is not completely filled out.

## Faculty Leader/Instructor of Record

Primary Faculty Leader: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Contact Information during tour: \_\_\_\_\_

Sponsoring Program: \_\_\_\_\_

College Dean: \_\_\_\_\_

## Additional Leaders

Co-Leader: \_\_\_\_\_ Title: \_\_\_\_\_

Academic Responsibility: Yes No If yes, please explain: \_\_\_\_\_

Co-Leader: \_\_\_\_\_ Title: \_\_\_\_\_

Academic Responsibility: Yes No If yes, please explain: \_\_\_\_\_

## Brief Program Description

## Program Learning Objectives

## Program Logistics

Faculty-Led Program Site(s) [Cities & Countries]: \_\_\_\_\_

Course Prefix and Name: \_\_\_\_\_ Course Dates: From \_\_\_\_\_ To: \_\_\_\_\_

On-site Duration (in-days): \_\_\_\_\_ On-site Dates: Depart from US \_\_\_\_\_ Return to US \_\_\_\_\_

Language Required: \_\_\_\_\_ Language Proficiency Required: \_\_\_\_\_

If no language requirement, how will students cope with any language barriers?



## Faculty-Led Program Staffing

**List Leader Qualifications:** *Include information such as previous international travel, experience traveling with students, experience managing group travel. Since leading a study tour requires working closely with students, providing constant oversight, and experience handling emergency and administrative responsibilities, please also address those issues, as well as experience with the course content*

**Leader Experience in Host Country:** *Include information on previous international travel in this country. If you have not previously traveled to the host country, please explain how you will maximize the travel experience for the students, such as using a program provider.*

## Program Provider Information (Third Party Vendor/Agency/Host Institution)

*If planning to use more than one third party vendor, provide the following information for each one.*

Organization Name: \_\_\_\_\_

Contact Person Name: \_\_\_\_\_

Address (Street, City, State/Province, Country, Postal Code):

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Website: \_\_\_\_\_ Email: \_\_\_\_\_

Description of Organization/Agency/Provider/Host Institution:

What services will the organization provide prior to departure?

What services will the organization provide on-site?

## Proposed Courses

List each course that will be offered as part of the Faculty-Led Program.

Course Prefix	Course Number	Course Title	Language of Instruction	Credit Hours	Contact Hours	Instructor

Can the course(s) be taken to fulfill (check all that apply)?

Major/Minor Requirements      Courses: \_\_\_\_\_

IGR Requirement/Global Issues      Goal: \_\_\_\_\_ Courses: \_\_\_\_\_

Elective Credit      Courses: \_\_\_\_\_

General Education      Goal: \_\_\_\_\_ Courses: \_\_\_\_\_

Goal: \_\_\_\_\_ Courses: \_\_\_\_\_

## Syllabus Guidelines

A syllabus for each course listed above must be attached to this proposal and must include learning outcomes related to each site destination within the Faculty-Led Program. These student learning outcomes must be appropriate for/align with the goals already in place for the curriculum categories chosen above. (For example, if the course/study tour is intended to meet the IGR Part II Global Issues Requirement, then the syllabus must address Student Learning Outcome 1 and at least two other student learning outcomes. See the DSU catalog for details.)

- Outline how many contact hours are planned for each course. This should include any coursework that students must complete prior to departure. Describe any post-program activities/events that are designed to help students process their study away experience. (Note: Board of Regents policy 2:12 requires 15 contact hours per each credit hour awarded.)
- Describe how the intended student learning outcomes will be assessed and how such an assessment will be accomplished.
- Describe how the success of the Faculty-Led Program itself will be evaluated.

## Budget Worksheet

All Faculty-Led Programs are expected to be self-supporting, which means all related expenses should be managed through student fees and/or external funds. At the same time, it is also important that Faculty-Led Programs are affordable for students. Faculty expenses such as airfare, room and per diem are generally covered by the Study Away Fee paid by students and therefore must be included in the budget below. Understand that the tuition/fees and Study Away Fee should approximately equal or exceed the cost of the tour leadership. If the Faculty-Led Program enrollment justifies a Co-Leader,

be sure to include those expenses in the Budget Worksheet. Faculty and their deans should discuss questions related to teaching workload prior to submitting the Faculty-Led Program Proposal.

Below is a typical example of a Faculty-Led Program budget. You must however submit a budget that details all costs, and your costs must be based on quotes and not personal estimates. Generally, 8-12 students is the minimum needed for a Faculty-Led Program to be offered, depending on the faculty salary and related expenses.

<b>PROPOSED BUDGET</b>	
<b>Faculty Leader Expenses</b>	
Room (specify which meals <i>are</i> covered by room fees): Maximum \$150+taxes/night	
Per Diem (specify which meals <i>aren't</i> covered by room fees or other inclusive arrangements on the tour):  Use the Per Diem rates found here: <a href="http://www.dsu.edu/business-office/travel-regulations.aspx">http://www.dsu.edu/business-office/travel-regulations.aspx</a>	
Books & Supplies, if applicable:	
Health Insurance (international only):	\$36.90 (per leader)
Airfare:	
Museum, play, tour entrance fees:	
On-site Travel (trains, buses, taxis, etc.,)	
Immigration (passport, visas, photos, etc.):	
Immunizations/Inoculations:	
<b>Total:</b>	
<b>Co-Leader Expenses (if justifiable)</b>	
Room (specify which meals <i>are</i> covered by room fees): Maximum \$150+taxes/night	
Per Diem (specify which meals <i>aren't</i> covered by room fees or other inclusive arrangements on the tour):  Use the Per Diem rates found here: <a href="http://www.dsu.edu/business-office/travel-regulations.aspx">http://www.dsu.edu/business-office/travel-regulations.aspx</a>	
Books & Supplies, if applicable:	
Health Insurance (international only):	\$36.90 (per leader)
Airfare:	
Museum, play, tour entrance fees:	
On-site Travel (trains, buses, taxis, etc.,):	
Immigration (passport, visas, photos, etc.):	
Immunizations/Inoculations:	
<b>Total:</b>	

<b>Student Included Expenses (items below included in total cost of tour)</b>	
Study Away Fee:	\$300 (per student)
Tuition (calculate at self-support rate) 1-3 credit:	
Room/double occupancy (specify which meals <i>are</i> covered by room fees):	
Board (specify which meals <i>aren't</i> covered by room fees or other inclusive arrangements on the tour):	
Books & Supplies, if applicable:	
Health Insurance (international only):	\$36.90 (per student)
Airfare:	
Museum, play, tour entrance fees:	
On-site Travel (trains, buses, taxis, etc.):	
Currency conversion pre-departure (\$100)	\$100 (per student)
<b>Total:</b>	
<b>Additional Student Expenses – students expected to pay for the following out of pocket on tour</b>	
Meals not covered above:	
Immigration (passport, visas, photos, etc.)	
Immunizations/Inoculations:	
Suggested amount of personal money: *Students should consider additional attractions, plays, or events they may want to attend.	

## Promotional Brochure Template

The following information will be used to promote the tour on the International Programs website and to develop promotional materials.

**Program Description:**

**Course:**

**Credit Hours:**

**Instructor:**

**Class Dates:**

**Tour Dates:**

**Registration Information:**

**Price:**

**Special health/safety/environmental considerations:**

## **Signatures**

Provide signatures from the primary faculty leader, co-leaders, and logistical leaders (where applicable)

*I have reviewed the Faculty-Led Program Guidelines Document. To the best of my knowledge, research, and ability, the information provided on the proposal is true and accurate. I understand that the tuition generated by the students enrolled in the program must be sufficient to cover the workload costs for me as the tour leader. If that is not the case, then I agree to lead this program without compensation and cover my own expenses.*

\_\_\_\_\_  
Primary Faculty Leader Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co- Faculty Leader Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date