

# Study Abroad Faculty-led Program Proposal Work Flow in Dynamic Forms

## Examples and Explanation of Fields with Additional Logic

Page 1 – Faculty Information



## Study Abroad Faculty-led Program Proposal

If you need additional time to complete the form, please scroll to the bottom and click Save Progress to save your work.

### IMPORTANT DATES

Submit program proposals according to the following schedule:

November 1 For programs that will depart during the Fall semester or Winter break of the next academic year

May 1 For programs that will depart during the Spring semester or Summer of the next academic year

### Faculty Leader Information

Submitter Name:  \* Email:  \* Cell Phone:  \*

I, the submitter, am the Main Faculty Leader for this Proposal

I, the submitter, am the Department Head for this Proposal

Main Faculty Leader Name:  \* Email:  \* Cell Phone:  \*

Add Additional Faculty Leader?

### Additional Personnel Information

Co-Leader who will serve in a supporting role:  Email:  Cell Phone:

Department Administrative Support Person:  Email:  Cell Phone:

### Departmental Approvals

Add a Department Head for Approval?  
(Required for CAS and SAS)

Dean for Main Faculty Leader:  \* Email:  \* Phone Extension:  \*

Dean for additional Faculty Leader  
(Required for interdisciplinary programs with faculty from a different school/college)

- Selecting “I, the submitter, am the Main Faculty Leader for this Proposal”
  - Hides the Main Faculty Leader Name, Email, and Cell Phone fields.
  - Skips routing to the Main Faculty Leader.
  - Additional faculty leaders (up to 2 more) can be added by selecting the “Add Additional Faculty Leader?” box.
  - If this is unchecked, then Main Faculty Leader Name, Email, and Cell Phone is required and additional faculty leaders (up to 2 more) can be added by selecting the “Add Additional Faculty Leader?” box.
- Selecting “I, the submitter, am the Department Head for this Proposal”

- Hides the First Department Head Name, Email, and Phone extension fields (these fields will already be hidden unless this box is unchecked and “Add a Department Head for Approval?” is checked).
- Skips routing to the Main Department Head
- Additional department heads (up to 1 more) can be added by selecting the “Add Additional Department Head for Approval?”
- If this is unchecked, then a Department Head name, email, and phone extension will be required but only if the “Add a Department Head for Approval?” is checked.
- Up to three deans can be added for approvals by selecting “Dean for additional Faculty Leader”



# Study Abroad Faculty-led Program Proposal

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## Study Abroad Program Information

Program Type: \*  NEW Program (Eligible for reimbursement of Main Faculty Leader's airfare)  Repeat Program (Program has been successfully offered in the past)

Travel Period: \*  Fall Break  Winter Break  Spring Break  Summer  Other

Program Title: \*  Host Location(s): \*   
(Cities, Countries)

If your program has multiple date options, enter the longest possible program dates.

Departure Date: \*

Return Date: \*

If your program has multiple date options, please describe these options and enter all alternate beginning and ending programs dates. Please use the mm/dd/yyyy format.

Host University/Organization/Company (if any): \*

Coordinator(s)/Instructor(s) of the hosting institution (if any): \*

### Host Country Contact Information

Name:

Address Line 1:

Address Line 2:

City:  State/Province/Region:

ZIP/Postal Code:  Country:

Email:  Phone:

Are you proposing travel to a country/region with a U.S. Department of State Level 3 or 4 Travel Advisory? \*  No  Yes

Select all applicable applicant types:  WU Students  WU Faculty/Staff  WU Auditors/Non-WU Participants

Note: Non- WU participants may include students from other university campuses or community members. Please note, that at least 75% of your program participants should be comprised of degree- or credit-seeking WU students. All participants who have a balance owed to Washburn University will need to pay off their balance in order to participate in the study abroad program.

Who will book travel?  Faculty Leader(s)/Department Admin Assistant  Travel Agent  Third Party Provider  Other

Note: Contract review and approval by purchasing and legal departments may be needed if a travel agent or other third-party provider will book travel.

View "Use of Travel Agents and Third-Party Providers" policy

- Under Travel Period, selecting Other will display a “Specify period” field

- If “Are you proposing travel to a country/region with a U.S. Department of State Level 3 or 4 Travel Advisory” is selected, a field will display prompting for the submitter to provide a link to the warning.
- If “Travel Agent”, “Third Party Provider”, or “Other” are selected under “Who will book travel?” an additional field will appear asking for more information.
- Selecting “View “Use of Travel Agents and Third-Party Providers” policy” will display the policy for review.



## Study Abroad Faculty-led Program Proposal

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### Course Information

Course required for ALL participants (either for credit or as an auditor)  
 Course required for all Washburn University student-participants  
 Course required only for participants who elect to receive credit  
 Other

Course Title:

Course Year:  Course Term: 
  Fall  
 Spring  
 Summer  
 Other

Course Pre-requisites (if any): 
 Course Start Date:  Course End Date:

Total Resident Tuition:  Total Non-Resident Tuition:

Course is credit bearing at the undergraduate level  
 Course is credit bearing at the graduate level

Is this course outside of your regular teaching load?  No  
 Yes

Additional information regarding teaching load status (e.g., if more than one faculty leader with differing responses):

Estimated Enrollment:   
 Minimum number of students:   
(consult your department chair/dean, but generally, 6-10 minimum)  
 Maximum number of students:   
(25, except for performance-based programs)

Program includes more than one course option

### Course Syllabus

If the program has multiple options for credit, upload the alternate course syllabus.

**Program/Term-Specific Course Syllabus**

Course Description, Student Learning Outcomes, Required Assignments and any Required Textbooks

- If “Other” is selected for who the course is required for, an additional field will appear asking for an explanation.
- If “Other” is selected for the Course Term, “If the course is offered out of sequence, please enter the start and end date of the course” field will appear.
- If either “Course is credit bearing at the undergraduate level” or “Course is credit bearing at the graduate level” is selected, a field asking for the number of credit hours at the level selected will appear.
  - If the credit hour fields are entered, the form will be routed to the Registrar for approval

- If “Is this course outside of your regular teaching load?” is answered Yes, then “Have you received pre-approval from Department Chair/Dean?” will appear.
- If “Program includes more than one course option” is selected, all questions in the box above will appear in a new box below this checkbox to provide course option information:

(25, except for performance-based programs)

Program includes more than one course option

Please complete course information for the other course option.

- Course required for ALL participants (either for credit or as an auditor)
- Course required for all Washburn University student-participants
- Course required only for participants who elect to receive credit
- Other

Course Title: \*

Course Year: \* Course Term: \*  Fall  
 Spring  
 Summer  
 Other

Course Pre-requisites (if any): Course Start Date: \* Course End Date: \*  
 Total Resident Tuition: \* Total Non-Resident Tuition: \*

- Course is credit bearing at the undergraduate level
- Course is credit bearing at the graduate level

Is this course outside of your regular teaching load?  
 Have you received pre-approval from Department Chair/Dean? \*  No  
 Yes

Additional information regarding teaching load status (e.g., if more than one faculty leader with differing responses):

Estimated Enrollment: \*  
 Minimum number of students: \* (consult your department chair/dean, but generally, 6-10 minimum)  
 Maximum number of students: \* (25, except for performance-based programs)

**Course Syllabus**

If the program has multiple options for credit, upload the alternate course syllabus.

\*

**Program/Term-Specific Course Syllabus**  
 Course Description, Student Learning Outcomes, Required Assignments and any Required Textbooks



# Study Abroad Faculty-led Program Proposal

If you need additional time to complete the form, please scroll to the bottom and click Save Progress to save your work.

## Budget Information

If your program has multiple options for credit or travel that will result in different costs, enter the largest amounts.

Total program cost per student (from Estimated Student Budget): \*

Total program cost (per student cost multiplied by the number of student participants): \*

If your program has multiple options for credit or travel that will result in different costs, please describe the options.

Note: If the Billable Travel Subtotal includes payment(s) to a vendor that totals \$100,000 or more, the written agreement with the travel agency/tour operator will need to be approved by Purchasing, WU Legal Counsel, and the Washburn Board of Regents.

View "Use of Travel Agents and Third-Party Providers" policy

## Faculty Leader Travel Expenses

The share of the Program Administrative expenses must be included in the Faculty-led Study Abroad Program Estimated Student Budget, unless the faculty leader's cost will be covered by another entity. Please share what total amount of travel expenses, if any, for all leaders will the program pass on to participants as part of the student program fee?

- This would be equal to the total amount indicated in the Administrative Expense Chart. All leader travel expenses will be passed on to participants as part of the program fee.
- College Dean's Office, Department, or Other Source agrees to support leader's travel expenses to the total amount indicated in the Administrative Expense Chart. None of the leader travel expenses will be passed on to participants as part of the program fee. College, Department, or Other Source agrees to be invoiced for all of the expenses listed in the Faculty Leader Expenses column on the Program Budget.
- College Dean's Office, Department, or Other Source agrees to support a portion of the leader's travel expenses, but the remainder of the expenses will be passed on to students as part of the program administrative fee on the Program Budget. Please indicate which expenses or the total amount of the Faculty Leader Expenses the College, Department, or Other Source will cover for leader travel.

## Expense Documentation

If your program has multiple options for credit or travel that will result in different costs, upload the alternate budget as well as alternate Statement of Commitment.

\*  [Estimated Student Budget Form](#) (WU Faculty-led program costs generally range between \$3,600 - \$6,000) [Administrative Expense Chart](#) of Faculty Leader Expenses, Out-of-pocket Expenses, Program Expenses

\*  [Documentation of Cost Estimates for Airfare, Lodging, Transport, and Excursions](#)  
Printouts from travel sites, agent quotes, etc.

\*  [Statement of Commitment](#)  
Complete the following information on the form: Program Title, Country, Dates of Program, Total billable travel portion of the program cost, payment schedule. Please complete a statement of commitment for each different applicant type that may pay a different amount and attach all forms here.

- If "View "Use of Travel Agents and Third-Party Providers" policy" is selected, the policy will appear for review.
- Under Faculty Leader Travel Expenses, if either the 2<sup>nd</sup> or 3<sup>rd</sup> checkbox is selected, the submitter will be presented with a field to indicating the funding source and amount. There will be a checkbox for them to select

if they need to add another source. Up to 5 sources can be listed on the form. For example:

- College Dean's Office, Department, or Other Source agrees to support leader's travel expenses to the total amount indicated in the Administrative Expense Chart. None of the leader travel expenses will be passed on to participants as part of the program fee. College, Department, or Other Source agrees to be invoiced for all of the expenses listed in the Faculty Leader Expenses column on the Program Budget.

Please indicate the funding:

|           |                                       |             |                                   |                     |                                     |
|-----------|---------------------------------------|-------------|-----------------------------------|---------------------|-------------------------------------|
| Source: * | <input type="text" value="Source 1"/> | Amount/s: * | <input type="text" value="\$ 1"/> | Add another source? | <input checked="" type="checkbox"/> |
| Source: * | <input type="text" value="Source 2"/> | Amount/s: * | <input type="text" value="\$ 2"/> | Add another source? | <input checked="" type="checkbox"/> |
| Source: * | <input type="text" value="Source 3"/> | Amount/s: * | <input type="text" value="\$ 3"/> | Add another source? | <input checked="" type="checkbox"/> |
| Source: * | <input type="text" value="Source 4"/> | Amount/s: * | <input type="text" value="\$ 4"/> | Add another source? | <input checked="" type="checkbox"/> |
| Source: * | <input type="text" value="Source 5"/> | Amount/s: * | <input type="text" value="\$ 5"/> |                     |                                     |





## Study Abroad Faculty-led Program Proposal

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Please review and acknowledge the following guidelines.

### Faculty-led Study Abroad Types & Guidelines

#### Entirely Abroad

The credit hours are completely embedded in the travel portion of the course itself. The entire **112.5 hours (for a 3 credit hour course)** of an academic nature must be completed within the travel portion of the course itself AND the course must fall within the 16 week semester or the 10-week summer session + a 14 day compliance window. There can be no overlap between fall, spring or summer terms. Travel between Dec. - Jan and May - June may be ineligible for Federal Financial Aid. Visit the Academic Scheduling Coordinator, Janet Schneider ext. 1310, to confirm course/travel dates are in compliance.

#### Combination Abroad

**Course at WU & Travel Abroad:** The travel portion of a course is associated with a credit-bearing course completed during a semester within the 16-week semester or the 10-week summer session + a 14 day compliance window. A large majority of the course content must be completed prior to the travel abroad. Students can only be awarded credit if they enroll in the course and participate in the travel. The travel portion of the course CAN occur outside of the compliance window. In this case, an incomplete grade is awarded for the course; an actual grade is awarded once all requirements for the travel portion of the course are met. Visit the Academic Scheduling Coordinator, Janet Schneider ext. 1310, to confirm course/travel dates are in compliance.

- Contact hour instruction is performed by a designated and approved Washburn University faculty or staff member or designated and approved guest speaker. Each program has unique design and pedagogy and demands in the location; therefore, instruction is not limited to time spent in a classroom or in online instruction. Basic risk management and/or orientation activities may be counted as contact hours.
- Per federal regulations, the maximum number of days before the term (as shown on the Academic Calendar) in which instruction can occur across the University is fourteen (14); in addition, classes beyond the end of a semester or term cannot overlap a subsequent term. Exception: the travel portion of the course CAN occur outside of the compliance window if the course content leading up to the travel occurs within the compliance window.
- To ensure that students are learning to their fullest, it is recommended that students should only be asked to devote a maximum of nine hours per day to complete their academic work (e.g., attending class and completing the required work). If you have assignments/papers due AFTER the travel dates, the final day of the course will be the day the final assignment is due. By adding this academic element to your compressed course, it will allow more time to meet the credit hour requirement.
- It is assumed that study abroad courses may offer instruction up to seven days in a week, whereas courses offered on any campus may offer instruction up to six days in a week. In many cases, it may also be appropriate to have students in study abroad programs engage in programming in preparation of the experience.
- Other student learning experiences do not necessarily involve instruction by a designated and approved instructor. Experiences must be relevant and directly related to the student learning outcomes. Experiences may include (but are not limited to) field trips, site visits, daily or weekend excursions, cultural immersion activities, orientations that include more than the basic level of risk management training or preparation, service-learning, studio or studio-type opportunities, directed home-stay activities, internship or internship-like opportunities, practicum, out of class assignments (individual or group), cultural interventions, language or culture immersion activities, reflection time, and group discussions.
- Transportation time generally does not count toward contact hours unless all students are included, and it is designed to provide cultural interventions, contact hour instruction, or guided preparation and/or reflection.

### Guidelines for Compressed Courses

As you develop the course and dates for your Faculty-led program please refer to the regulations from the US Department of Education regarding the total credit hours and time frame for federal financial aid compliance.

#### Definition of a Compressed Course

Compressed or accelerated courses are courses typically offered outside of a standard 15-week semester or winter or summer term in which the credit hours offered are the same as full semester or term courses. The content and substantive learning outcomes are the same as those in the full semester or term. These courses must meet the federal, state and Higher Learning Commission policies and definitions of standard instructional minutes contact time within the time frame the compressed version is offered.

#### External Policies Related to Compressed Courses

**Higher Learning Commission (HLC) Policy:** The institution's assignment of credit hours shall conform to commonly accepted practices in higher education. Those institutions seeking, or participating in, Title IV federal financial aid, shall demonstrate that they have policies determining the credit hours awarded to courses and programs in keeping with commonly-accepted practices and with the federal definition of the credit hour, as reproduced herein for reference only, and that institutions also have procedures that result in an appropriate awarding of institutional credit in conformity with the policies established by the institution.

**Federal Credit Hour Policy (FDCR.A.10.020):** A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally-established equivalency that reasonably approximates not less than:

- One hour (50 minutes qualifies as an hour) of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester: or
- As least an equivalent amount of work as required in paragraph (1) of this definition for other activities as established by an institution, including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours. 34CFR 600.2 (11/1/2010)

\*  I have read and understand the "Faculty-led Study Abroad Types and Guidelines" as well as the "Guidelines for Compresses Courses"

**If your program has multiple options for credit or travel that will result in different activities and time estimations, upload the alternate HLC Time Estimation.**

\*

**HLC Compressed Format/Course Time Estimation**

- [HLC Time Estimation Entirely Abroad Course Template](#)
- [HLC Time Estimation Combination Course Template](#)

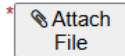
- There are no fields on this page that have any embedded logic in them.



## Study Abroad Faculty-led Program Proposal

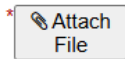
If you need additional time to complete the form, please scroll to the bottom and click Save Progress to save your work.

### Additional Required Information



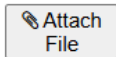
#### Study Abroad Daily Itinerary

Start and End Dates, Academic Activities for Each Day of Study Tour, Excursions



#### Program Rationale and Implementation Plan

1. Discuss the selection of the location (site) of the program, including its relevance to the learning outcomes of the program, and its safety. Are there any special safety concerns for all, or specific groups, or potential program participants?
2. Discuss the faculty leader(s) expertise in the area of proposed program, as well as their experience with the location(s).
3. Discuss the "theme" of the program. Include what it offers to students that is different than other study abroad opportunities that you are aware of that currently exist or have been offered in the past two years.
4. Discuss the value of this course's inclusion of a travel/study abroad component. What transformational learning opportunities exist for participants due to the inclusion of the travel/study abroad component of the course that students would not experience in a classroom/local setting?
5. Discuss the sustainability of this program (Can it be repeated in the same place or elsewhere in the next few years?).
6. Discuss the significance of the academic component of the program.
7. Discuss the opportunities that participants will have to experience and interact with aspects of the local cultures.
8. Discuss the financial feasibility of the program for degree-seeking students.
9. Discuss your plan for marketing and recruiting participants for your program. Please note that the Study Abroad office will create an online brochure, program poster, and will include your program at university-wide recruitment opportunities (e.g., study abroad fair).



#### Supplemental Information as applicable

- Contact information for Main Leader while abroad
- Addresses and contact information for all accommodations abroad
- Contact information for travel agent, other institutions, third party providers, organizations, or governments involved (if needed)
- Two written letters of reference from third parties
- Information regarding expected non-student participants (assistant staff or students, faculty-leader family members or guests, community members)
- Travel Warning Statement (if traveling to a United States Department of State Level 3 or higher location)
- Documentation and rationale for drive abroad (if faculty leaders intend to drive)

- \*  I understand that all faculty-led and program participants will be required to register their travel through the online risk management system Bods Abroad prior to departure for participants' and leaders' safety, and to permit the study abroad office to assist in the event it is needed while abroad. This will include providing a copy of a valid passport.

Previous

Save Progress

Next

There are no fields on this page that have any embedded logic in them.



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### Compensation

Study Abroad Office is not involved in compensation for faculty-led programs. Any compensation for teaching a course as part of a faculty-led study abroad program is determined by the instructor's Academic College and Department/School in consultation with the faculty leader. By signing below, the faculty leader, department, and college have agreed that they have discussed any compensation arrangements for teaching this course.

### Approval Signatures

I have read, understand, and agree to the Faculty Led Programs Policies and Procedures on the Washburn University Taking Students Abroad website at <https://www.washburn.edu/academics/international-programs/faculty-resources.html>.

FOAPAL: \*

Submitter: \*

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

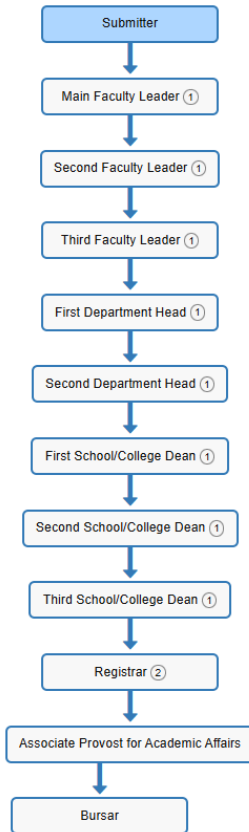
### Carbon Copy

Once all approvals have been received, the following offices will receive a copy:

- Study Abroad Office
- Finance Office
- Purchasing Office
- Accounts Payable

- If the submitter selected “I, the submitter, am the Department Head for this Proposal” from Page 1, they will be asked for a FOAPAL.
  - If the submitter did not select that they are the Department Head, then the FOAPAL field will only appear for the person designated as Department Head when they sign into the form for approval.
- If the approver is the Bursar, they will be asked for a travel fund.

## Study Abroad Faculty led Program Proposal Approval / Review Workflow



- Main Faculty Leader will be skipped if the Submitter selected “I, the submitter, am the Main Faculty Leader for this Proposal”
- Second and Third faculty leaders will only be routed to if the submitter provided that information on Page 1.
- First (or Main) Department Head will be skipped if the Submitter selected “I, the submitter, am the Department Head for this Proposal”
- First and Second Department Heads will only be routed to if the submitter provided that information on Page 1.
- Second and Third Dean will only be routed to if the submitter provided that information on Page 1.
- Registrar will only be routed to if the “Course is credit bearing at the undergraduate level” or “Course is credit bearing at the graduate level” checkbox are checked.
- Once the form is approved by the Bursar, the form is set to carbon copy the following:
  - [finance@washburn.edu](mailto:finance@washburn.edu)
  - [purchasing@washburn.edu](mailto:purchasing@washburn.edu)
  - [accounts-payable@washburn.edu](mailto:accounts-payable@washburn.edu)
  - Study Abroad Office Admins Dynamic Forms group which consists of: Tina Williams, Study Abroad Coordinator, Bob Beatty, Faculty led Fellow, and Beth O’Neill, Associate Provost.