

# Instructions for the Faculty Led Study Abroad Submission Form

Thank you for your interest in running a Faculty Led Program in 2024! The questions below are listed to better prepare faculty members for the exact questions that will be asked on the 2024 Faculty Led Study Abroad Program Submission Form, which is hosted in Microsoft Forms.

**Complete the form by Monday, May 1.** Submissions after that date will not be considered for new 2024 Faculty Led Programs.

## Who Should Use this Form?

Any faculty that are full-time employees of Seton Hall who have not submitted this form before. Since this is a fairly new form, it is intended to be used for 2 groups of programs at this time:

- Completely “new” programs that have never run as a study abroad program
- Programs that have run prior to 2020, but have not used this online form for approval yet

One of the questions in the form asks how often you anticipate running your FLP - such as every year or every other year etc. This question is included so that everyone from OIP to your Chair, Dean and the Provost Office has an understanding of the anticipated recurrence of your program. FLPs that have already been approved to run on a recurring basis will only need to fill out a simplified program registration form, while any new FLPs will submit a program proposal.

Returning Faculty Led Programs: If your FLP was approved in the previous two cycles (regardless of whether that program went abroad or not), you do not need to submit this form. Instead, you’ll be asked to submit a simplified Recurring FLP Registration Form which will go live on December 1.

## What criteria determines if this program will be considered “new”?

- If your program has any of the following criteria, it will be considered a new program:
  - A course that has never gone abroad
  - A change in host country / addition of a second country

## What Happens Next?

- Once you submit this form, the Office of International Programs will review the information to make sure there are no obvious errors or typos and will reach out to the faculty applicant if any appear.
- After this, the OIP will send your submission with attached documents onto your Chair and then your Dean before final Provost's Office approval.
- Approvals by Chairs and Deans will occur by June 10 and Provost's Office Approvals will occur by August 5.
- While this approval process unfolds, the OIP will be working on setting up your very own FLP webpage within the OIP website.
- Once approvals are received from your Chair, Dean and the Provost's Office you will be notified and the OIP will reach out to obtain an updated itinerary (if changes have been made), a finalized program budget, and any other small modifications to the FLP.

## Supplemental Materials to Upload

### Itinerary

- Upload the draft itinerary that will be associated with this program. This itinerary can be a rough sketch of activities. OIP will reach out to approved programs prior to September 15 for updated itinerary (if changes have been made).

### Syllabi

- Upload the syllabi that will be associated with this program.

### Faculty Photo

- This faculty photo will be included on your dedicated program webpage and online marketing materials. It can be your Seton Hall faculty photo or better yet, a picture of you in the program's destination country.

### Webpage Cover Photo

- Upload at least one cover photo that will run along the top of your dedicated program webpage which encapsulates the experience.

### Faculty Application Questions

- Upload a document or a past study abroad application that includes the questions you wish to appear in the new online student application. This should include any prerequisites that the students must meet in order to enroll in the course(s).

### Preliminary Program Budget

- Upload your Preliminary Program Budget which includes the approximate budgeted cost (in U.S. Dollars) per student.

## Submission Form Questions

### Faculty Leader Information

- Name
- School
- Department
- Chair's Email
- Dean's Email

### Program Status and Term

- Program Term
  - Spring Semester
    - Spring Break
    - May Embedded
  - Summer Session
    - Intersession 1
    - Intersession 2
    - Summer 1
    - Summer 2
    - Summer 3
- How often do you anticipate running this program?
  - Every Year
  - Every Other Year
  - Other
- Important note for May Embedded travel!
  - University policy states that May Embedded travel can be considered part of the Spring semester if it follows a full semester Spring course and if all required academic components of the course are completed by May 27 (before the start of Summer I on May 28).
  - May Embedded travel can start by May 15 (the day after the last day of Final Exams on May 14).
  - Faculty Led Programs participating in May Embedded travel can fly back or participate in other activities (group dinners etc.) not required to receive a grade after May 27.
  - Graduating seniors will not be permitted to participate in a Faculty Led May Embedded program, as their graduation status would be delayed and they would miss Commencement.

## Program Essentials

- Title of the Program
  - This might not be the same as the title of a course and should demonstrate the uniqueness of the program.
- Base City
  - Write the city that your program will be primarily based out of or will spend the most time in.
- Base Country
  - Write the country that your program will be primarily based out of or will spend the most time in.
- Other Travel Cities
  - Write the names of any other cities or towns (outside your base city) that you plan on having your program travel to (skip this question if not applicable).
- Other Travel Countries
  - Write the names of any other countries your program will travel to (skip this question if not applicable).
  - Important note: Due to COVID-19, Seton Hall did not approve multi-country Faculty Led Programs for 2020, 2021, 2022 and 2023. This was consistent with that of many other institutions and third-party vendors. This policy may be altered for 2024 programs if more travel restrictions are lifted.
- What is the DOS (Department of State) Travel Advisory Level of your Destination Country?
  - Important note:
    - DOS Level 1 and 2 Countries are allowed to proceed
    - DOS Level 4 Countries are not allowed to proceed
    - DOS Level 3 Countries are considered on a case-by-case basis
  - If your destination country is a DOS Level 3, how will you specifically address this advisory level and the safety of your students during this FLP?
    - Examples: avoiding certain regions, neighborhoods or activities that the DOS has noted have elevated risks
- Program Arrival Date
  - This is when all participants are required to arrive in the destination country.
- Program End Date
  - This is when the international experience officially ends for all participants.
- Student enrollment capacity for this Faculty Led Program
  - Important note: Please indicate the maximum capacity in a single number, not a range of numbers. Most Faculty Led Programs at Seton Hall have a program capacity between 12 and 20 students.
- Student enrollment minimum for this Faculty Led Program
  - Important note: Please indicate a single number, not a range of numbers. Most Faculty Led Programs at Seton Hall have an enrollment minimum of 10 students. This should be the number that reflects the minimum amount of students by which the FLP can be run at-cost.

- Student Housing Type
  - Select all the types of housing that students will be staying in while abroad on your program. This also includes all overnight trips outside of the base city.
    - Hotel
    - University Dormitory
    - Homestays
    - Catholic Property
    - Hostel
    - Other
- Itinerary (**Supplemental Material**)
  - Upload the draft itinerary that will be associated with this program. This itinerary can be a rough sketch of activities. OIP will reach out to approved programs prior to applications going live (if changes have been made).

### **Program Academics**

- How many credits can a student attain from enrolling in this program?
  - Undergraduate
  - Graduate
- Total number of courses that are a requirement of program
- Are any courses transferred in from another non-Seton Hall institution?
  - If so, please name the institution and types of courses being transferred in from the non-Seton Hall institution.
- Course Number(s) (your home department/center)
- Course Title(s)
- Cross-Listed Course Number(s)
- Syllabi (**Supplemental Material**)
  - Upload the syllabi that will be associated with this program.

### **Preliminary Program Budget**

- Does the program fee include roundtrip flights for all participating students?
- Does the approximate program fee include any meals for all participants?
- Please describe the types of student meals that are included in the program fee
  - (Examples: All daily breakfasts and lunches; welcome and farewell meals etc.)
- Preliminary Program Budget (Supplemental Material)
  - Upload your Preliminary Program Budget which includes the approximate budgeted cost (in U.S. Dollars) per student of the following items (if applicable - with the exception of GeoBlue Health Insurance which should be built into every budget):
    - Roundtrip Group Flights
    - Student Housing ▪ Excursions (including the cost of Tour Guides/Honoraria/Tips)
    - Group Meals

- Local Transit (examples: public transit, regional train tickets or private bus services)
  - GeoBlue Health Insurance (Medical and Evacuation - \$3.00 per day per individual up to 74 years old)
  - Travel Insurance - (reimbursement of trip costs) - The University is considering including travel insurance with every program. That cost may need to be factored in at a later time.
  - Faculty Costs (the total faculty costs of flight, housing, excursions, group meals, local transit and GeoBlue health insurance, divided by student enrollment minimum)
- Contingency: It is strongly recommended that every FLP budget include a contingency of at least 10% to take into account unexpected additional costs pre-departure or on-the-ground.
- Remember: This is a rough estimate based on your preliminary calculations. A finalized amount will be submitted by faculty leaders to OIP in advance of student applications going live. All the estimated budgeted items per student should add up to the estimated program fee per student submitted for the following question.
- The approximate program fee per student (rounded up to the nearest \$100 increment)
  - This is a rough estimate based on your preliminary calculations. A finalized amount will be submitted by faculty leaders to OIP in advance of student applications going live.
  - Remember: Your program fee per student should include the cost of \$2.50 per day, per student for each student to be enrolled in GeoBlue International Health Insurance.

### **Webpage Info**

- Program Headline
  - This engaging one sentence program description will be included on your dedicated program webpage, flyers, social media postings and other marketing materials.
- Program Overview
  - This engaging two to three paragraph program overview will be included on your program's webpage. It should be no more than 300 words and encapsulate the unique content and advantages of the program. It should not read like a course syllabus. Feel free to include any weblinks that connect to other relevant Seton Hall websites or videos.
- Faculty Biography
  - This five to eight sentence faculty biography will be included your program's webpage and other marketing materials. It should not be copied over word-for-word from your Seton Hall profile but relate specifically to the study abroad program, your expertise in the destination country and your passion for the international course content.
- Student Testimonials

- You may include up to two student testimonials (150 words each) that attest to the impact of your program. Each testimonial quote should be followed by the student's first name, their major and graduating class.
- Faculty Photo (**Supplemental Material**)
  - This faculty photo will be included on your dedicated program webpage and online marketing materials. It can be your Seton Hall faculty photo or better yet, a picture of you in the program's destination country.
- Webpage Cover Photo(s) (**Supplemental Material**)
  - Upload at least cover photo that will run along the top of your dedicated program webpage which encapsulates the experience. You may upload up to three photos that will be included on your program's webpage.

### **Student Applications**

- Applicants are required to attend an in-person or virtual interview with faculty prior to approval?

### **Disability Support Services**

- Accessibility
  - Have you considered the accessibility of your planned activities? We are referring to accessibility here for students in terms of using a wheelchair, limited mobility (crutches), visual/hearing disabilities, etc.
  - If you have any identified activities that you have a concern about, please describe here. Use as much details as possible.
  - This question includes but is not limited to students served by the Office of Disability Support Services.
- Physical Aspects
  - Please describe physical aspects of this program that may particularly affect students' physical wellbeing including (but not limited to) terrain, lengthy stair-climbing, extreme temperatures, extended travel time on buses, cars and small flights.
  - This question includes but is not limited to students served by the Office of Disability Support Services.