

WSU STUDY ABROAD PROGRAM PROPOSAL

Spring/Summer 2024 Deadline October 1st

Fall/Winter Break Deadline March 1st

Name of program:

Starting date:

Ending date:

Destination:

Program Leader: W#

Program Leader phone number (not dept ext)

Minimum number of participants: Maximum number of participants:

Other participating faculty or supervising personnel (name and w#):

Office Use Only

Index:

Detail Code:

Price:

P-card App(s):

Max Students:

Canvas Dates:

I have attached the following:

- Completed program proposal
- Signed Conflict of Interest form for myself and other participating faculty members.
- Tentative budget sheet
- Completed P-card application
- Website Template

Program Leader Date

By our signatures below, we indicate we have read and approved the attached materials. We also authorize the stated Program Director to travel.

Department Chair Date

Academic Dean Date

For Study Abroad Office Only

Study Abroad Director Date

Senior International Officer Date

STUDY ABROAD PROGRAM PROPOSAL

NOTICE – COVID Protocols & Updates

1. While we anticipate all programs will run as normal Summer 2024, Weber State University wants to be as prepared as possible for any eventuality. Due to COVID-19 concerns, non-refundable spending prior to the start of Spring Semester should be discussed with the Study Abroad Office prior to purchasing. The procurement, p-card, and purchasing process remains unchanged from previous years.
2. Refunds will NOT be given to students due to COVID-19 concerns. Before the programs were canceled at the start of the pandemic, every student was given the option to withdraw from programs without penalty due to COVID-19. Last year students applied cognizant of the pandemic. Weber State University will not intentionally place students into high risk situations. We will work together with Program Leaders and Departments on canceling should the destination demonstrate increased risks, be they from COVID or any other concern. As such, students must abide by the standard refund policy.

Complete this proposal and submit it to the Study Abroad Office (SC 154). If you have any questions, contact Study Abroad at (801) 626-8740.

The budget is addressed on the Excel document under Faculty Resources. This document can be completed by the trip leader or with the assistance of the Study Abroad Office.

ACADEMIC PROGRAM PROPOSAL

1. *List the academic courses and the number of credit hours offered for this program. If multiple faculty are attending, please indicate faculty for each class. Courses will close in Banner and Canvas on the last day of the program. If you need the course to extend before or after the program, please indicate the dates here.*
2. *Max number of credits each student may take as part of the proposed Study Abroad Program:*
3. *What dates do you want your canvas course open for? Default dates are the dates of the program. Example: April 28th - July 22nd*
4. *Does this course have prerequisites? If so, list all prerequisites.*

5. *Is this course offered (1) for general education credit, (2) as a major requirement, or (3) for elective credit?*

6. *Identify specific learning outcomes which students are expected to demonstrate upon completion of the program.*

7. *Briefly describe how the on-site scheduled activities will assist students in achieving the learning outcomes of this program.*

8. *Briefly describe how academic assignments and lectures (before, during and after the trip) will assist students in achieving the learning outcomes of this program.*

9. *All participants of the program must be registered through the Study Abroad or Continuing Education Enrollment Services. No one is allowed to participate if they have not registered. All people that have registered will be subject to the study abroad fees regardless if they are participating in the study abroad for credit. Please initial below indicating that you understand this condition of participation.*

Initials:

10. *Briefly describe how students will be evaluated to determine if they have achieved the learning outcomes identified above; provide the detailed criteria to be used in assigning grades.*

11. *Why will this destination provide an excellent experience for students studying this subject?*

PERSONNEL

1. *Identify the Program Leader and any other trip leaders. Describe the Program Leader/co-leader responsibilities and their qualifications to fulfill these supervisory responsibilities.*

2. *Identify the selection criteria to be used with trip participants, including educational background, physical fitness and/or required medical exam. Identify the minimum and maximum size of the group. NOTE: Family members who accompany Study Abroad programs will be charged the program fee.*

No minors are allowed on any international programs. Minors may attend domestic travel programs if approved by Risk Management. Faculty leaders may not bring their minor children on any program, unless accompanied by a designated care provider at faculty's expense, and an emergency action plan for the child is also submitted.

3. *What experience does the Program Leader and/or co-leader have in the destination country?*

4. *If you are not currently certified, CPR and First-Aid training is required, and the Study Abroad Office will provide training opportunities. Certifications last 2 years. (Please select one)*

I am not certified and need training

I am certified and through the following date:

5. *Will you receive financial compensation for this program? (Please Select one)*

Yes, from the program

I will not be receiving compensation

Yes, from the Department

Other:

6. *Will you receive per diem for this program? (Please select one)*

Yes, from the program

I do not wish to receive per diem

Yes, from the Department

Not applicable

Other:

7. I understand that there is a per diem policy at WSU (PPM 5-32). I understand that my per diem may not be distributed prior to the completion of the program. I understand that per diem is calculated based on travel dates/times and can be decreased based on factors such as group meals or other personal expenses.

Initials:

8. I am requesting a cash advance. YES NO

Please describe the purpose of the advance and why it must be cash:

Amount Requested (Please provide currency for your request. More than one currency is ok.)

I understand that cash advance is to be utilized for only trip expenses. I understand that a cash advance may not be used for personal expenses i.e. per diem. By filling this out, I also understand that this does not guarantee that I will be approved the cash advance.

Initials:

OVERALL PROGRAM DETAILS

- 1. Provide a trip itinerary, including dates for pre-departure orientation, SLC departure and return date, in-country arrival date, de-briefing session, hotel name/address etc. Please list the course dates if they begin before or extend beyond the travel dates.*
- 2. Describe the marketing and promotional plans for this program. Keep in mind that classroom presentations by the trip leader are extremely effective. (Note: The Study Abroad can provide a variety of promotional/marketing materials. Please meet with Study Abroad to see available options)*

Phone Number:

WSU STUDY ABROAD PROGRAMS
CONFLICT OF INTEREST DISCLAIMER

Please copy and have every faculty member attending this Study Abroad Program complete this form. For more information on conflicts of interest, please see PPM 3-36.

I hereby certify that I have no actual or potential financial interest or involvement which is, or could be perceived to be, in conflict with the discharge of my duties as a Study Abroad Program Leader at Weber State University.

OR

I hereby declare the following to be an actual or potential financial interest or other involvement which is, or could be perceived to be, in conflict with the discharge of my duties as a Study Abroad Program Leader at Weber State University. Further, I propose that these actual or potential conflicts **of interest be resolved in the following manner (describe conflict and proposed resolution below):**

Name:

Title:

Program:

Signature:

Date:

Per PPM 3-30b section III. all alcoholic beverages are restricted on University sponsored activities. Any exception to the no alcohol policy will require an internal review. For more information on a possible exception, please contact the Study Abroad Director and fill out the required documents seeking approval. Please sign below indicating you understand and agree to this process.

Signature:

Any Purchases needing to be made prior to Spring Semester need to be fully refundable and approved by the Study Abroad Office.

All receipts associated with the program should be kept. Best practices dictate that the receipts should be sent immediately to Study Abroad's Accountant, Rossy Roberts, rroberts@weber.edu or Emma Nettleton emmanettleton@weber.edu once a purchase is made. Trip leaders are still required to participate in the monthly pcard review therefore receipts are needed at the time of purchase. Pcard bundles are required to be signed within 30 days of the closing of the Pcard statements in order to meet pcard policy compliance. Should the trip leader pay with cash for a service, such as a tip, the trip leader should immediately make note of that expenditure detailing its amount and purpose. These notes should be submitted with the receipts as well. All cash protocols should be followed as outlined in the PCard Procedures documents that will be shared with the trip leader prior to departure including the distribution of cash, collection of signatures and hosting forms.

Advertising:

Please Select One:

My Department will create and print any posters and/or handouts

I would like Study Abroad to create posters and/or handouts (Please note that any material created will be subject to the approval of the trip leader prior to printing. You will be contacted by a member of the Study Abroad team to review concepts of advertising prior to the creation of the marketing materials.)

Please provide a brief personal bio that can be used on the website for the approved program.
