



Full Application packet must be submitted by deadline to: facultyledtravel@wcu.edu

Check the IPS Faculty Led Travel Page for deadline dates: ips.wcu.edu

Faculty-Led Education Abroad New Program Proposal Form

You must have an approved Permission to Plan form before submitting this proposal form

Contact the Faculty-Led representation in Educational Outreach for any assistance with this form.

Submit the completed proposal and attachments via email to facultyledtravel@wcu.edu and put the paper copy with approved signatures in campus mail. See [checklist on page 3](#) for detailed list of what to submit.

Please note that during the review process, additional information may be requested. Purchases towards this trip may not be made until the trip has been approved. You will be notified by International Programs after review of all submitted documentation – see [checklist on page 3](#).

Program Name						
Countries						
Duration	Departure		Return		Total Days	
Permission to Plan – Date of Approval						

Term/year program will be offered	
Dates for course (if different from travel)	
Has the US State Department Threat Level changed since your permission to plan was submitted? Is so explain.	

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Submission Checklist

Hard Copy Submission Checklist – all items are required	
<input type="checkbox"/>	New Proposal Form (required)
<input type="checkbox"/>	Budget (required)
<input type="checkbox"/>	Itinerary (required)
<input type="checkbox"/>	Syllabus with <i>formal</i> and <i>informal</i> contact hours, prerequisites, & Global Learning Outcomes (required)
<input type="checkbox"/>	Chrome River Approval – pull down a PDF of your trip’s completed approval (required)
<input type="checkbox"/>	Approval Signatures Page (required)

Electronic Copy Submission Checklist (emailed to IPS at facultyed@wcu.edu)	
<input type="checkbox"/>	Save and send an electronic copy of this proposal form (required; no scans please)
<input type="checkbox"/>	Budget in Excel format (required; no scans please)
<input type="checkbox"/>	Scans of all other documents from hard copy list above (required)

Instructor Biographical Information and Qualifications

Instructor	Last	First
Email	WCU	Other
Phone	Office	Cell
College	College	Department
Emergency Contact	Name/Relationship	Phone
<p>Describe your international travel and teaching experience with student groups.</p>		
<p>Describe your travel experience in the proposed program location(s). If you have no experience in the location, please indicate how you will acquire the relevant information to succeed both academically and logistically for this program. If traveling to a non-English speaking country or area, please include your level of fluency with the local language.</p>		

2nd Instructor Biographical Information and Qualifications

If no 2nd instructor, skip to next page.

2nd Instructor	Last	First
email	WCU	Other
Phone	Office	Cell
College	College	Department
Emergency contact (optional)	Name/Relationship	Phone
Describe your international travel and teaching experience with student groups.		
Describe your travel experience in the proposed program location(s). If you have no experience in the location, please indicate how you will acquire the relevant information to succeed both academically and logistically for this program. If traveling to a non-English speaking country or area, please include your level of fluency with the local language.		

Course & Credit Information

- *Formal Contact Hours:* Each credit hour required must include 15 hours of formal instructional contact, and approximately 30 hours of informal class/study time.

Trips with courses enrolling both undergraduate and graduate students: Be sure to include a single syllabus that documents increased expectations for graduate students or two syllabi, including on the graduate syllabus a clear indication of the increased expectations for graduate students.

Service Learning Courses- Faculty-Led programs with a service-learning component may qualify as service learning credit. Please submit the required paperwork to Dr. Perry.

Are you planning on *enrolling* students at and/or collaborating with a foreign host institution?

Yes No

If yes, include institution name:

Does the host institution have an agreement with WCU?

Yes No

Please describe the nature of your arrangement with the host institution:

Check all components that apply to your course below and provide a brief description:

<input type="checkbox"/>	Community Service	
<input type="checkbox"/>	Civic Engagement	
<input type="checkbox"/>	Research with Human or Animal Subjects	

Course syllabus must contain:

- Graduate or Undergraduate
- Course Name, Prefix and Number
- Credit Hours
- Contact Hours (Formal and Informal)
- Required for major, study abroad, minor
- Prerequisites including language requirements
- Global Learning Objectives

Itinerary

Please attach a detailed itinerary describing the program of activities, opportunities for language and/or cross-cultural immersion, side excursions related to the course, visits to relevant in-country institutions and organizations.

<p>If you have someone in-country who will be assisting with arrangements, please describe their qualifications. Provide contact information for this individual.</p>	
<p>If you do not have a 2nd instructor, please explain who will assist in emergencies.</p>	

Unofficial Travelers

All unofficial travelers must pay airfare, any per capita costs for food, lodging, plus any programming costs incurred. **Any unofficial traveler will be enrolled in a non-credit course and must pay the resulting insurance.** A spouse or dependent of the program leader or associate(s) is considered an unofficial traveler affiliated with Western Carolina University. Anyone NOT affiliated with WCU must fill out additional paperwork.

Names of all unofficial travelers	Affiliated with WCU	
	Yes	No
	Yes	No
	Yes	No
	Yes	No
	Yes	No

Logistical Arrangements

3rd Party Provider

If applicable, provide the names and webpages of all vendors that will coordinate in-country arrangements. Note that all contracts with vendors must be signed and approved by the University administration (typically Chancellor’s signature is required). **Please provide blank 3rd party contract to be vetted by legal.**

Important: all lodging *other than hotels* may require additional approval. Please contact OIED for additional information prior to submitting proposal.

If applicable, include the use of the WCU AAA account for flights.

3 rd Party	Webpage	Responsibilities
e.g. Lladro	https://www.lladro.com/en_us	Providing Educational Tour

Lodging

Check all that apply and provide a brief description of arrangements. Dates at each location should be on itinerary.

<input type="checkbox"/>	Hotel	
<input type="checkbox"/>	Hostel	
<input type="checkbox"/>	Student Residence	
<input type="checkbox"/>	Homestay Include vetting process	
<input type="checkbox"/>	Other (Must Describe)	

Classroom Space Describe classroom or other teaching venues.

Meal Arrangements

Please include information regarding student meals during the trip.

Total number of meals from Departure to Return		
Number of meals included in student payment	Number of shared meals prepaid or paid by instructor	
	Number of meals with per-diem provided to student	
Number of meals not included in payment – this should be listed in the budget under student responsibilities		

Transportation

Air Transportation

Indicate whether on this trip, the group will travel together or if students are expected to make their own arrangements and provide details below per your selection:

Group Travel Students Arrange Own Travel

Group Travel	
Indicate how this will be arranged:	E.g. Wilcox Travel Company / AAA / etc.
How Included in Budget	<input type="checkbox"/> Listed in Student Responsibility <input type="checkbox"/> Listed in Course Fees
Departure City Where Program Begins and Ends	E.g. Cullowhee, NC
List Intermediary Flights (City, Country to City, Country)	E.g. Departure - Asheville to Charlotte, NC Return – Atlanta, GA to Asheville, NC
Overseas Arrival City	E.g. Stuttgart, Germany
Overseas Departure City	E.g. Stuttgart, Germany

Students Arrange Own Travel	
How Included in Budget	<input type="checkbox"/> Listed in Student Responsibility <input type="checkbox"/> Listed in Course Fees
Indicate how student's transportation will be tracked and safety ensured. i.e. Instructor will keep spreadsheet of student's transportation. Instructor will meet students at airport or will follow up with student upon arrival of meeting point destination.	

In-Country Transportation

Describe in-country transportation and how this is budgeted. If departure is Cullowhee, then transportation to and from the departure airport must be included.

<input type="checkbox"/>	Metro	
<input type="checkbox"/>	Train	
<input type="checkbox"/>	Bus	
<input type="checkbox"/>	Taxi	
<input type="checkbox"/>	Other / Private Transportation	

Traveling to Multiple Countries:
If traveling to multiple countries on this trip, please indicate method of transportation.

Safety

Safety Procedures
Describe the procedure for handling student illness, injury, or emergencies. Also, describe the procedure for handling student misconduct and dismissal from the trip. Contact International Programs for examples.

Safety of Location(s), Housing, and Meals
Describe any potential security/safety concerns about the countries/towns/general locations proposed for your program, group meals, clean water or living arrangements. Also, discuss any locations near the program site that are considered unsafe and where students will not be allowed to go. <i>If using homestays, please elaborate on how these are vetted (begun on pg. 9)</i>

Safety of Transportation

If students are arriving independently to/from the international airport, address how you will plan to handle differing arrivals and their safe travel to the program site. If students are leaving from campus describe the transportation to the departure airport.

Check all that apply, and describe level of safety and safeguards in place for each.

<input type="checkbox"/>	Public Transportation Train Taxi Metro, etc.	
<input type="checkbox"/>	Chartered Buses/Vans	
<input type="checkbox"/>	Vehicles driven by WCU Employees requires special permission*	
<input type="checkbox"/>	Extended Travel on Foot	

Driving in Countries Outside of the US

*Do you plan for any WCU employees to drive? You will need to check the driving requirements in country and request a prior approval through OIED by submitting a photocopy of the driving license(s) to be checked by University Police at least three months prior to departure. Students are not allowed to drive unless they are also employees of WCU and their driving records have been checked.

WCU Affiliate	Indicate Faculty, Staff or Student

Health and Medical Access

You must also consult the following websites for additional health information:

- Centers for Disease Control and Prevention (wwwnc.cdc.gov/travel/destinations/list/)
- U.S. State Department (travel.state.gov)
- World Health Organization (www.who.int/countries/en/)

Site-Related Medical Issues: Please specify any immunization requirements and health concerns related to your program site(s), and how you plan to address them. It is important to distinguish medical requirements from medical recommendations and to communicate that difference to the students. It is important to reflect in the program budget the cost for health preparation and to communicate to the students in writing that this will be an out-of-pocket expense not included in the program cost.

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Student Medical Fitness: Are there any specific fitness requirements your students need to meet for successfully completing your program? If so, what measures have you taken to ensure that the students meet those requirements (health forms, etc.)?

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Medical Facilities: Describe the types, location(s) and quality of medical facilities near your program site(s). Once our office has enrolled all the program participants in the HTH Worldwide health insurance plan, you and the students will be able to locate English-speaking medical staff and facilities linked to the plan.

Site Specific Issues:

If students will be exposed to blood or bodily fluids, describe the precautions. If students will be working in the field with exposure to animals, describe these precautions. If the site has specific areas of concern, address these below.

Approvals

FOR THE PROGRAM LEADER	
My signature below indicates that I agree to abide by university and travel policies and the regulations and procedures of International Programs and Services (Visit ips.wcu.edu for more information).	
Name of Lead Instructor:	Please print
Signature of Lead Instructor:	
Date:	
FOR THE DEPARTMENT CHAIR(S) AND COLLEGE DEAN(S)	
My signature below indicates that I approve this international experience and travel dates and certify that the associated academic courses have appropriate goals, objectives, and academic content and are offered at the appropriate level. In addition, the instructor of record is qualified to teach the content and the program instructor and/or co-instructor is qualified to supervise the students while traveling.	
Name of Department Head(s):	Please print
Signature(s) of Department Head(s):	
Date:	
Name of College Dean(s):	Please print
Signature of College Dean(s):	
Date:	

Next Steps:

Please send all documents on the checklist (page 3) to International Programs for review. Documentation will be sent by IPS to the Provost's office for final approval.

Provost	
I have reviewed the application and supporting documents and make the following decision:	
Approved:	<input type="checkbox"/> YES <input type="checkbox"/> NO
Signature of the Provost:	
Date:	