

Faculty-Led Proposal Narrative

The faculty-led proposal narrative must at a minimum contain the following sections:

First-time Faculty-led Programs narrative:

1. Rationale- why this course, this place this time?
2. Site Description
3. Tentative sample itinerary with dates
4. Tentative course information
5. Will this course be taught only on-site abroad, or embedded in UMB regular courses
6. Expertise and experience of the faculty leader at this site
7. How the structure and location will be utilized in support of learning objectives
8. Plan for intercultural interaction and processing the experiences
9. Plan to prepare students for risks and for access to emergency services
10. Student recruitment plan

Logistics narrative:

11. Name/contact/cost quote for classroom facilities
12. Name/costs for any intended activities or events
13. Name/contact/cost quote info for student accommodations (and if different, faculty accommodations)
14. Plan for student meals and group transportation with contact info and quotes
15. Plan for air transportation. Will air tickets be purchased as a group? Will faculty member travel with students? Will faculty airfare cost be included in student tuition?
16. Estimated salary for faculty, will faculty request per diem expenses with estimates
17. Name and telephone number of hospital/clinic, name and telephone for police

Repeat and Deferred Study Abroad Programs narrative:

1. Complete the Faculty-Led Repeat Program Request.
2. If the full proposal has been submitted in the previous years format, use tracked changes in Word to make any edits to the previous proposal for the coming year and submit with the list of latest cost estimates.
3. The Office of Global Programs will review the proposal and reach out with any questions.
4. The proposal and should be submitted again to the Department Chair and Dean for signature before submission to the Office of Global Programs.
5. This proposal should be submitted along with the course set up form if the course needs to still be approved.
6. The signed proposal with budget and narrative should be submitted to the Office of Global Programs, and once approved by the Provost will be published and applications opened.

Faculty-Led Program Narrative/Proposal

Faculty-Leader Name:

Faculty-Leader Email:

1. Rationale:

2. Site Description:

3. Tentative Itinerary with dates (include as much detail as you know at the moment):

4. Tentative course title(s), credits, course code if applicable:

5. Will the course be taught only on-site abroad, or will it be embedded in a course at UMass Boston (e.g., on campus at UMB)? For example, spring break study abroad during a regular spring semester course, summer course that runs before/after at UMB?

14. Plan for student meals and group transportation with contact info and quotes:

15. Plan for air transportation. Will air tickets be purchased as a group? Will faculty member travel with students? Will faculty be requesting airfare to be covered by student participants in the program fee?

16. Name and telephone number of hospital/clinic, name and telephone for police:

Signature of Faculty:

Signature of Chair of Faculty Department:

Signature of Dean of College:

Submit to Office of Global Programs once these signatures are complete. OGP will engage the review of your complete proposal by the ITRASE Committee, Risk Management, Export Control & the Provost.