



## **Learning Abroad Faculty-Led Program Proposal**

Learning Abroad is committed to providing learning opportunities within the academic mission of the University of Houston (UH) that are accessible to our unique student body. Faculty-led programs are the bedrock of Learning Abroad Programs at UH; over fifty percent of UH students that participate in learning abroad do so through a faculty-led program. UH is committed to providing a learning environment that not only promotes the safety and well-being of its students but also an environment conducive for students to develop to their fullest potential.

**Faculty-Led Programs are educational experiences taught 50% or more abroad or have travel associated with a course at the University of Houston.**

We invite faculty, with the support of their department chairs and deans, to submit proposals for programs offered in the upcoming academic year. Programs will be approved on a rolling basis with the deadlines below. All programs to Elevated Risk Destinations are subject to further approval from the Global Risk and Safety Committee.

**SUBMISSION DEADLINE FOR FALL/WINTER PROGRAMS: April 1, 2025**

**SUBMISSION DEADLINE FOR SPRING PROGRAMS: May 1, 2025**

**SUBMISSION DEADLINE FOR SUMMER PROGRAMS: July 1, 2025**

Per the Office of the Provost, all faculty led programs abroad must be approved by and registered with Learning Abroad. Incomplete proposals will not be accepted. Please contact Learning Abroad if you have any questions. Please note that programs must be approved in order for students to apply for IES scholarship support. Programs also must be approved in order to table at the spring and fall Learning Abroad Fairs. Exceptions for tabling at the fall fair in advance of program approval will be done on a case by case basis.

### **A complete proposal includes:**

- Completed proposal form signed by your department business administrator, college business administrator, department chair, and dean. Programs with two faculty from different departments require signatures from both department chairs and deans.
- Letter of Intent from Logistics Provider
- Syllabus
- Tentative program agenda/itinerary. The agenda should include dates in all locations, including excursions. A final itinerary must be submitted to Learning Abroad at least two weeks prior to the program.
- \*Optional\* Flyer

### **FACULTY-LED PROGRAM REQUIREMENTS:**

1. All programs must adhere to all UH and IGE travel policies. [Found here.](#)
2. Travel to Elevated Risk Destinations must be reviewed and approved by the Global Risk and Safety Committee prior to departure. [Application found here.](#)
3. All programs must be approved before recruiting students.

4. All faculty program leaders are required by the Office of the Provost to annually attend a Risk Management Workshop hosted by Learning Abroad in order to be eligible to lead a UH program.
5. Only UH students, faculty, and staff are permitted on UH Learning Abroad Programs
6. **Minimum GPA requirements.** Students must meet the minimum good academic and disciplinary standing (2.0 undergraduate, 3.0 graduate).
7. **Financial delinquency.** Students with financial delinquency holds on their accounts may not participate in Learning Abroad programs.
8. **Contact hours.** Per Texas Higher Education Coordinating Board (THECB) standards, all courses offered in a shortened format will consist of the same number of contact hours, normally 45-48, as 3 credit hour courses offered in a regular or summer session. Per THECB guidelines, students cannot receive more than one credit hour per week of class. Pre- or post-travel class sessions will be scheduled to attain the required minimum length standard. (i.e. three weeks, three credits) (THECB Rule 4.6)

## GENERAL INFORMATION

### **Faculty/Staff Director:**

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Name: [Click here to enter text.](#)

Title: [Click here to enter text.](#)

College: [Click here to enter text.](#)

Department: [Click here to enter text.](#)

Phone: [Click here to enter text.](#)

Email: [Click here to enter text.](#)

Will you be leading the program abroad? (If not please add below) [Click here to enter text.](#)

### **Additional participating UH faculty/staff members (add additional lines as needed):**

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Name: [Click here to enter text.](#)

Title: [Click here to enter text.](#)

College: [Click here to enter text.](#)

Department: [Click here to enter text.](#)

Phone: [Click here to enter text.](#)

Email: [Click here to enter text.](#)

Do you anticipate any guest lecturers providing instruction to the students? If so, please list their name and contact information below.

[Click here to enter text.](#)

Do you anticipate needing support staff (ie. a teaching assistant, graduate assistant, or program manager) for this program? If so, please list their name and contact information below.

[Click here to enter text.](#)

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**Department or College Business Administrator** (add additional lines as needed):

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Name: Click here to enter text.

Title: Click here to enter text.

College: Click here to enter text.

Department: Click here to enter text.

Phone: Click here to enter text.

Email: Click here to enter text.

**Program Information**

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Program title: Click here to enter text.

Dates Abroad: Click here to enter a date. to Click here to enter a date.

Location(s): Click here to enter text.

Program term/year: Click here to enter text.

Minimum number of participants: Click here to enter text.

Maximum number of participants: Click here to enter text.

Is this a recurring program? How frequent? Click here to enter text.

Course(s) associated with travel: Click here to enter text.

What term will the course(s) be taught in? Click here to enter text.

Are students required to take the course(s) in order to travel? Click here to enter text.

**Course Information:**

(Please check below)

- Course taught abroad (50% or more)
- Associated with UH Course

Please include cross-listed and reciprocal exchange holding courses if applicable. \* If less than 50% of the course is taught abroad, please note the contact hours abroad and contact hours in residence.

Course prefix and number: Click here to enter text.

Course title: Click here to enter text.

Contact hours if abroad: Click here to enter text.

Faculty of record for this course: Click here to enter text.

- Course taught abroad (50% or more)
- Associated with UH Course

Course prefix and number: [Click here to enter text.](#)

Course title: [Click here to enter text.](#)

Contact hours if abroad: [Click here to enter text.](#)

Faculty of record for this course: [Click here to enter text.](#)

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Add additional courses if necessary:

[Click here to enter text.](#)

[Click here to enter text.](#)

[Click here to enter text.](#)

## **PROGRAM DETAILS**

### **Rationale for Conducting Program**

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1. Program Description (please provide 3-5 detailed sentences):  
[Click here to enter text.](#)
2. Describe the rationale for choosing the program location(s):  
[Click here to enter text.](#)
3. What are the learning outcomes for the program/course(s)?  
[Click here to enter text.](#)
4. How do you plan to incorporate reflection into your program?  
[Click here to enter text.](#)
5. Please describe all proposed program excursions (day or overnight trips outside program location) and their connection to the academic intent of the program (regardless of credit).  
[Click here to enter text.](#)
6. Which student population(s) are you targeting and why will this program (course and location) appeal to them academically and personally?  
[Click here to enter text.](#)

7. Has this program happened in the past? If so, what years?  
Click here to enter text.

## **Safety and Security**

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1. Please describe any health, safety, or security considerations related to the location you are proposing and how it may impact the program. This may include crime statistics, geopolitical, health, environmental, cultural, or any other considerations.  
Click here to enter text.
2. What is the U.S. Department of State advisory level for the country and or countries in which the program will take place? What are the concerns associated with this travel warning level? Please refer to the U.S. Department of State Travel alerts and warnings: <https://travel.state.gov/content/passports/en/alertswarnings.html>.  
Click here to enter text.
3. Describe the precautionary measures that the **faculty director will take to mitigate risk**.  
Click here to enter text.
4. Please identify onsite support staff that will assist in emergencies (i.e. tour leader, local university contact, third party provider) include names and cell numbers if applicable.  
Click here to enter text.
5. Please describe details of the procedure in case of an emergency.  
Click here to enter text.
6. Please provide the following program details:
  - a. Airport travel and pick up plan  
Click here to enter text.
  - b. Housing/lodging onsite  
Click here to enter text.
  - c. Means of transportation onsite and/or to any program excursions  
Click here to enter text.
7. What is your experience in the proposed location(s)? When was the last time you visited this location? If you have never visited, how will you prepare to mitigate risk in this area? (i.e. site visits, workshops with onsite staff, additional safety consultations)  
Click here to enter text.
8. What is your cell phone number? All faculty must have a cell phone by which they can be reached for the duration of the program. And what is your contact plan? (i.e. WhatsApp)  
Click here to enter text.

### **In Country Logistics Provider/Partner**

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In order to provide adequate logistical support, meet safety standards and university contractual requirements, faculty must work with an in-country logistics provider, university partner, and/or third-party provider

\*If you need to find a provider, contact Learning Abroad for a list of suggested partners before completing this form.

Please fill out the information below about your program's logistical arrangement and partnership.

1. Name of institution/provider you will work with:  
Click here to enter text.
  
2. Contact Person's Name and Email Address:  
Click here to enter text.
  
3. Web address:  
Click here to enter text.
  
4. Activities (describe activities/excursions students will participate in, such as hiking, biking, etc.):  
Click here to enter text.

\*Please attach a Letter of Intent from the provider confirming who you intend to work with\*

## PROGRAM LEADER AGREEMENT

Activity	Description
<p><b>Faculty/Staff Requirements</b> <i>All leaders must review and sign</i></p>	<p>UH courses abroad must be directly facilitated by a person holding a full-time UH faculty title (i.e. Assistant Professor, Associate Professor, Instructor, Clinical Professor, etc.). Faculty leaders must read and acknowledge the Texas Higher Education Coordinating Board (THECB) Standards for out-of-country courses. Staff co-leading programs must also adhere to all noted requirements.</p>
<p><b>Program Approval</b></p>	<p>Program leaders must complete the Faculty-Led Proposal Form and receive approval from Learning Abroad in <b>advance of recruiting students</b>.</p>
<p><b>Program Logistics Provider</b></p>	<p>Program leaders must inform Learning Abroad of the contracted program logistics provider/company after the university bidding process has taken place.</p>
<p><b>Program Recruitment</b></p>	<p>Program Leaders must conduct fair and equitable approval processes, including: no discrimination based on race, gender, sexual orientation, ability status, or any other protected class. Program leaders must not accept students with a GPA below a 2.0. Once approved, Learning Abroad will assist faculty leaders promote programs through advising sessions, social media, flyers and Learning Abroad Fairs.</p>
<p><b>Faculty Training</b></p>	<p><b>Program leaders must attend the Risk Management Workshop hosted by Learning Abroad annually.</b> Sessions will be offered in the fall and spring. The training covers emergency preparedness, student conduct, wellness, insurance coverage and Title IX and Clery Act reporting requirements.</p>
<p><b>Insurance and enrollment</b></p>	<p>Program leaders must work with Learning Abroad to ensure all students participating in the program are registered with Learning Abroad and have enrolled in approved international insurance.</p>
<p><b>Pre-departure and Onsite orientation</b></p>	<p><b>All program leaders are required to hold at least one pre-departure orientation and one onsite orientation.</b> Learning Abroad must present on health and safety at one of your pre-departure orientations.</p>
<p><b>Emergency Response</b></p>	<p>Program leaders provide 24/7 emergency support for the duration of the program abroad. Learning Abroad will assist leaders to develop an emergency response and communication plan. All program leaders are required to have a cell phone on-site for emergency and ensure Learning Abroad has this information.</p>
<p><b>Post Program Evaluation and support</b></p>	<p>Learning Abroad will provide each student with a program evaluation and ask faculty to encourage students to complete. The evaluation results will be shared with you upon request in order to strengthen future programs.</p>

**All UH faculty/staff leaders of the program should review, check, and sign below:**

- I have read and understand my responsibilities as a faculty/staff leader for a program abroad. I agree to fulfill the requirements set forth above:

Name (print) \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

**The Texas Higher Education Coordinating Board (THECB) is mandated by law to certify courses taught abroad. For more information, please visit the THECB [website](#).** Please review the guidelines on the next page and acknowledge that you have read and understand them as they pertain to your program.

**TEXAS HIGHER EDUCATION COORDINATING BOARD  
Standards for New Out-of-State and Out-of-Country Courses**

1. All students enrolled will meet institutional standards for admission and will be actually admitted to the institution, or one of the participating institutions in an approved Texas Consortium.
2. All students enrolled will pay the appropriate tuition and fees for their residency category. Financial aid will be available to students registering in foreign classes on the same basis as for on-campus students.
3. Instruction will be provided by faculty of the institution or a consortium institution and will be supervised and evaluated according to institutional policies. Exception will be made only to take advantage of uniquely qualified personnel at the out-of-state location.
4. Each course is on the approved main course inventory of the institution, is a part of an approved degree or certification program, and is justified in terms of academic, cultural, or other resources available at the specified location.
5. Instruction will conform to all relevant academic policies. All classes will conform to workload and enrollment requirements, contact hour/credit ratio, and similar matters.
6. Courses will not offer credit for activities undertaken primarily for travel, recreation, or pleasure.
7. Minimum enrollments will conform to the same standards applicable were the class to be offered on campus.
8. Multi-course offerings will meet the standards and criteria outlined in Approval of Distance Education, including Off-Campus Courses and Programs.
9. Advertising and marketing for out-of-state and foreign classes will emphasize the instructional nature of the classes, and not create the impression that they are primarily credit-for-travel experiences.
10. Faculty and staff will not realize unusual perquisites or financial gain for teaching out-of-state or foreign classes.
11. Except for funds specifically appropriated for international activities (e.g., state incentive programs, scholarships, etc.), state funds will not be used for faculty or student travel, meals and lodging, or other incidental expenses.
12. Free tickets for travel, accommodations, or other expenses provided by travel agents, carriers, or hotels will be used in direct support of the instructional program and will not be used as gifts to faculty, staff, or their families.
13. State funds will not be used to offer courses or credits by instructional telecommunications to reception sites outside state boundaries and will not be submitted for formula funding.
14. All courses offered in a shortened format will consist of the same number of contact hours, normally 45-48, as courses offered in a regular or summer session. Students will not carry more courses at a time in a shortened format than will give them total credit of one semester credit hour per week of instruction. (CB Rules 4.6). Pre- or post-travel class sessions will be scheduled to attain the required minimum length standard.



**PROGRAM APPROVAL**

All programs must receive approvals from Department Business Administrator, College Business Administrator, Department Chair, and Dean before Learning Abroad will accept and review for safety concerns, contact hours, and program viability. The following signatures indicate that the proposed program and/or course(s) to be taught abroad meet department and college standards and are approved to be taught abroad. If the program is cross-listed, that Department Business Administrator, College Business Administrator, Department Chair, and must approve the program.

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DBA Name	Signature	Department	Date
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CBA Name	Signature	College	Date
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Department Chair Name	Signature	Department	Date
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Dean Name	Signature	College	Date
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DBA Name	Signature	Department	Date
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CBA Name	Signature	College	Date
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Department Chair Name	Signature	Department	Date
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Dean Name	Signature	College	Date
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**Approved by Learning Abroad:**

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Andie Beer  
Assistant Director, Learning Abroad

Date

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Maggie Mahoney  
Director, Global Engagement

Date

**All documents should be submitted to Learning Abroad via email to Andie Beer ([ambeer@uh.edu](mailto:ambeer@uh.edu)) or via inter-campus mail to H2039. The most successful programs work both with the College and Learning Abroad for development.**

For questions about completing or starting a proposal, please contact Learning Abroad:

**Teaching Unit II, Suite 114  
Houston, TX 77204  
713-743-9167  
[learningabroad@uh.edu](mailto:learningabroad@uh.edu)  
[www.uh.edu/learningabroad](http://www.uh.edu/learningabroad)**