**UVA Study Abroad New Program Proposal**

# J-Term | Summer

Proposed Program Year:

Proposed Program Name:

Program Director Name:

Additional Faculty/Staff/TA *(must have at least one)*:

Proposed Course Mnemonic(s) and Title(s):

What area, competency or major requirements will the course(s) meet?

List any course prerequisites (*including language*):

Proposed program start date (*arrival date in-country*):

Proposed program end date (*departure from host country*):

Proposed site(s):

Target student group size: Minimum: Maximum:

Target student population (*please provide rationale*):

Proposed itinerary:

Please describe your knowledge of the planned destination(s) – history, culture, language, economy, current affairs - and identify any past experience living, studying, working in the planned destination(s) and time on-site as a tourist*.*

**Program Description, Learning Objectives, Course Plan, Accessibility**

*Short-term study abroad programs are distinctive because traditional classroom education is integrated with experiential learning in a cross-cultural environment. It is important to demonstrate how the location, local resources, and interactions with host nationals enhance student learning.*

Brief Program Description (*100 to 200 words*):

Learning Goals and Objectives (*include goals and objectives for intercultural learning*):

Daily Course Plan (*for each proposed course*):

*Identify course topics, assignments (including any work pre-departure from the U.S.), class activities, site visits, required co-curricular activities, and planned interactions with host country nationals. Specify the weight of each assignment and course requirement in the final course grade. “Classroom” contact hours should be equivalent to those required for a three-credit course delivered on Grounds. Contact hours are defined as the time when students and faculty are engaged in course work.*

**Accessibility:**  
*The University of Virginia believes in providing reasonable accommodations for students with documented disabilities on an individual and flexible basis. Please respond to the below based on current knowledge. You will be asked to provide more details in the planning and logistics stages should your proposal be approved, so that students can be advised to dialogue with the Student Disability Access Center as necessary.*

What is your sense of the host country’s overall cultural attitudes about people with disabilities? Are some disabilities recognized while others are not?

What has been your experience with students with disabilities on past programs? What are your concerns about working with students with disabilities?

What resources on accessibility, health care facilities, or counseling are you aware of in the host location?

Are the accommodations, transportation, site visits, classrooms, and dining locations wheelchair accessible?

How much walking or standing will program participants experience daily?

Are there regular concerns about air quality in the host location, or other environmental health hazards?

Can dietary restrictions be accommodated?

What accommodations could be made for a student with a learning disability who needs extra time on tests, a reduced workload, note takers, technology/special equipment, or a quiet space for exams?

Prospective Program Directors and program faculty must complete the [UVA Study Abroad Faculty Application](http://educationabroad.virginia.edu/program-development). They must also ask their Department Chair to complete the [UVA Study Abroad Department Chair Recommendation](http://educationabroad.virginia.edu/program-development). A proposal is not complete until the Faculty Application(s) and Department Chair Recommendation(s) are delivered to the International Studies Office.

NB: Faculty and staff who access the TDS enterprise database system used to manage UVA Education Abroad must first log-in to the High Security VPN and complete several trainings through Workday. Access to the TDS system requires secure authentication. Guidance on this process will be provided by your Education Abroad advisor.

Program Director’s Signature Date

***I have reviewed and support this proposal.***

Department Chair Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School Dean/Designee Date

Department and School support for the proposed Short Term Study Abroad program signals approval of an internal overload (academic year) or summer assignment and wage compensation for the prospective faculty Program Director listed above.

New program proposals should be forwarded to Dudley Doane at P.O. Box 400165. Signed proposals may also be scanned and sent as a .pdf file to [djd4j@virginia.edu](mailto:djd4j@virginia.edu). Only complete proposals will be reviewed.

Proposals are reviewed by the Faculty Advisory Committee for Education Abroad and the International Studies Office.

***This proposed program is approved/not approved by the Faculty Advisory Committee for Education Abroad and the International Studies Office:***

Director of International, Summer, and Special Academic Programs (D.J. Doane) Date