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**UVA Study Abroad New Program Proposal**

# J-Term | Summer | Embedded

Proposed Program Term & Year:

Proposed Program Name:

Program Director Name:

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

Proposed Course Mnemonic(s) and Title(s) *(as listed/planned to list in SIS)*:

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

For programs in the College, what, if any, Disciplines will the course(s) fulfill?

List any course prerequisites (*including language*):

If my proposal is approved, I will submit the required [UREG forms](https://registrar.virginia.edu/forms/information-and-instructions-course-catalog-forms) with my department/School. This is necessary for the course(s) to appear in SIS, and is the official mechanism for indicating what the course fulfills as well as any prerequisites. ☐ Yes

Target student group size: Minimum: Maximum:

Target student population (*please provide rationale*):

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

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

Proposed location(s)/site(s):

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**

*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.*

**Program Operations**

*If the proposal is approved, the ISO Operations Team will work with faculty to finalize program budget and operations. Not all of these details need to be known at this time, but include any plans you already have.*

Proposed partner institution or host country liaison *(list all applicable, include contacts)*:

Will proposed partner organization be able to provide proof of liability insurance? ☐ Yes ☐ No

Proposed accommodations *(student accommodations should typically house at least one faculty or staff)*:

Student:

Faculty, if different:

Proposed itinerary *(list all cities, towns, municipalities you plan to visit)*:

Proposed field trips and their relevance to the course content:

Proposed student transportation to program site *(for embedded programs, group travel is typically required)*: ☐ Group travel ☐ Independent travel

Proposed in-country transportation (bus, train, etc.):

**Safety & Risk Management**

*Every location has specific safety and risk management issues. The International Health, Safety, & Security Manager will provide additional context and support throughout program development, predeparture, and while on site. Please provide responses here based on your own knowledge of safety and risk management issues that apply to this program and the program’s plan to mitigate them. Please be as specific as you can and list the sources of this information:*

Access (or lack thereof) to communications (telephone and internet):

Accommodation security and safety (incl. fire safety, etc.):

Alcohol (availability, legal drinking age, program’s policy):

Crime:

Discrimination/Hate crimes:

Medical risks and hazards:

Road travel safety:

Political unrest:

Threats of terrorism:

What are your plans for maintaining academic continuity if the program must be altered or suspended in the middle of the term? Please describe remote/alternative learning plans available in the event that students need to leave the program site permanently, or are not able to attend class temporarily.

**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?

**Attachments:**

Attach the following documents to your submission. Your proposal will not be considered without them.

* [UVA Study Abroad Faculty Application](http://educationabroad.virginia.edu/program-development)
* [UVA Study Abroad Department Chair Recommendation](http://educationabroad.virginia.edu/program-development) (from the Department Chair)
* Complete Syllabus for all course(s) taught on the program
* [UVA Study Abroad High Risk Petition](https://educationabroad.virginia.edu/program-development) to the Policy on Student International Travel (if applicable)
  + To determine applicability, review the [University Policy on Student International Travel.](https://uvapolicy.virginia.edu/policy/PROV-010)

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. Access to the HSVPN and TDS requires the completion of several trainings, secure authentication, and a University-owned computer with the HSVPN enabled. Guidance on this process will be provided by your program’s Education Abroad Advisor.

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Program Director’s Signature Date

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

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Department Chair Date

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School Dean/Designee Date

Department and School support for the proposed Short-Term Study Abroad program signals approval of an assignment for 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.

***This proposed program is approved/not approved by the International Studies Office:***

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