

Updated March 6, 2024

College of Engineering Faculty-led Study Abroad Guidelines

Faculty-led education abroad programs enable College of Engineering (COE) faculty to build upon their own discipline-specific expertise while leveraging their global knowledge and connections. Faculty-led courses abroad enhance the course offerings and support the internationalization strategic goals of the College.

Leader Eligibility

Those eligible to lead a COE program include:

- COE faculty members with a teaching appointment.
- Graduate students are not eligible to lead a program abroad, although co-teaching may be considered.

Expectations

Leading a study abroad program is a unique opportunity to provide COE students with high-impact international learning experiences. However, effective programming requires extensive planning and preparation.

Activity	Description
Proposal Process	Proposals must be submitted 9 months before the program departure date for consideration by COE and the Global Experiences Office.
Location Expertise	A high level of expertise/or experience/support in the proposed location is required.
Logistical Coordination	A strong understanding of logistics and language (if English is not widespread in the desired location) is necessary to develop an effective itinerary and a high-quality academic experience.
Program Recruitment	Faculty leaders recruit participants through in-class presentations, info sessions, and other activities. While the Global Experiences Office provides some support for recruitment and marketing, these activities are predominately the responsibility of faculty.
Academic Coordination	Faculty leaders serve as the instructor of record for the course abroad and coordinate the program's academic components.
While Abroad	Faculty leaders are expected to manage the program's finances and logistics, handle any crisis that arises, and act as an institutional representative -while also teaching the course.
Post-Program Survey	The Global Experiences Office will distribute a post-program survey to participants shortly after the program has concluded. Faculty leaders must share the survey results with their Department Chair and the Dean's Office.

COE Policies for Faculty-led Study Abroad Programs

New Programs:

1) Consult with the International Activities Associate

Faculty considering a new study abroad program should first meet with the College of Engineering International Activities Associate, Allison Hinesley. The initial meeting should take place at least 12 months before the intended program start date.

Anticipated Program Dates	Deadline to Meet with International Activities Associate & GEO Coordinator
Winter Break (Dec/Jan)	December 1 st
Spring Break (March)	March 1 st
Summer Term (May-August)	May 1 st

In addition to the International Activities Associate, the meeting will include a representative from the Global Experiences Office (GEO). Together, they will advise the faculty and determine the program's feasibility. Please contact Allison at: Allison.Hinesley@unl.edu for more information.

2) Compensation

- **Teaching Salary:** The faculty leader's **department** is responsible for approving and arranging the payment of the teaching salary.
- **Program-required Expenses:** All program costs (travel, meals, hotels, etc.) associated with faculty-led programs are covered by student program fees, and hence are ultimately borne by students.

3) Program Approval and Deadlines

Documentation Needed for New Programs:

- Global Experiences Office Proposal Questionnaire (word document)
- Course Syllabus

All proposal questionnaires must be reviewed and approved by the International Activities Associate, the sponsoring department Chair, and the Dean's Office.

As part of the proposal process, a course syllabus must also be submitted. If a college level course number (e.g. ENGR 490) is used, the syllabus will be reviewed and approved by the Associate Dean for Undergraduate Students. If a department level course number is used, the syllabus will be reviewed and approved by the department. The course must adhere to the same academic standards and rigor as equivalent on-campus courses and articulate clear academic goals and learning objectives that are tied to the study abroad location.

Program Dates	Documentation Due to International Activities Associate
Winter Break (Dec/Jan)	May 1st
Spring Break (March)	May 1st
Summer Term (May-August)	August 1st

The documentation will be routed to the sponsoring department chair and the Dean's office for approval. Once COE has approved the proposal questionnaire and syllabus, the information will be sent to the Global Experiences Office for their review.

4) **Program Enrollment**

To satisfy the break-even point analysis (revenues to cover all program expenses), faculty-led programs must meet a minimum student enrollment (typically 10 participants). The College of Engineering and/or the Global Experiences Office reserves the right to cancel any faculty-led program due to low enrollment numbers. Exceptions may be requested where financial concerns are not a factor.

5) **Program Budget**

Once a program proposal is approved, the faculty leader(s) will work with the Global Experiences Office to create a budget. The leaders are not authorized to promote the program's price until it and its associated budget are formally approved by the Dean's Office and the sponsoring department Chair.

6) **Collaboration with Global Experiences Staff and Global Offices**

Program leaders must communicate and meet regularly with the COE International Activities Associate and the Global Experiences Office liaison to review/address individual and shared responsibilities. Leaders must also adhere to any policies (ex: [Executive Memorandum No. 25](#)), procedures, and trainings required by the University of Nebraska global offices.

7) **Assessment**

A post-program survey for program assessment will be conducted by the Global Experiences Offices shortly after the program has concluded. Faculty leaders must share the survey results with their Department Chair and the Dean's Office.

Returning Programs:

The same policies listed above are required for returning programs. The dates outlined above in the **Program Approval and Deadlines** apply to returning programs. However, faculty are not required to submit a program proposal questionnaire or syllabus, unless:

- a. The program's location has changed (a new proposal questionnaire needs to be submitted).
- b. The course content has drastically changed (a new syllabus needs to be submitted).
- c. The Dean's Office, Department Chair, and/or Global Experiences Office require new documentation based on the results of the student post-program survey.

Faculty members hoping to lead a returning program should email Allison Hinesley by May 1st or August 1st, depending on when they plan to run the program. Their Department Chair should also be included in this message.

Returning Programs with New Faculty Leaders:

Faculty who are hoping to lead a returning/existing program but are new to UNL faculty-led study abroad programs should first meet with the College of Engineering International Activities Associate, Allison Hinesley. Please contact Allison at: Allison.Hinesley@unl.edu for more information by May 1st or August 1st.

Additional Resources

- [UNL Global Experiences Office](#)
- [Standards of Good Practice for Education Abroad Programs](#) (Forum on Education Abroad)