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**GEO Faculty Led, Customized, and Departmental Field School**

**Program Proposals**

GEO is always interested in hearing from faculty members and departments interested in developing new study abroad programs. For faculty or departments wishing to propose a program, the proposal form (GEO Faculty Led, Customized, and Departmental Field School Proposal Form) can be found on the next page of this document.

While proposals are accepted on a rolling basis, hard deadlines for proposal submissions occur on December 15 for spring and summer programs and March 15 for fall programs.

The next proposal deadlines are for the following terms:

* January 15, 2019 for Summer and Fall 2020 programs
* March 15, 2019 for Spring 2021 programs

Decisions regarding programs proposed to be held at a GEO site will be made within four weeks of the deadlines stated above. Decisions on proposals for programs to be held at a location which is not a GEO site will be made within four weeks of the completed proposal submission, provided it is submitted prior to the above deadlines.

**Eligibility**

UO Faculty and Departments – UO faculty and departments are encouraged to propose programs at any of the GEO sites listed below. In addition, they are invited to submit proposals for a destination relevant to their research interests.

UO Departmental Field Schools – Departmental Field Schools are programs that are repeating with rotating faculty leaders and are connected to a department’s core curriculum.

GEO Campus Partners – Faculty and departments from colleges and universities partnered with GEO are invited to submit customized program proposals at any of the following GEO sites:

Accra, Ghana • Angers, France • Athens, Greece • Dublin, Ireland • Fes, Morocco

London, United Kingdom • Oviedo, Spain • Rosario, Argentina • Segovia, Spain • Siena, Italy

**Successful Proposals**

GEO works with faculty and departments to develop programs that integrate well with the academic, co-curricular, and cultural strengths of GEO sites or other study locations.

The success of a customized or faculty led program depends on a number of factors, including:

* Academic content that is attractive and relevant to at least one of the following:
  + a broad spectrum of students from a variety of majors and interests;
  + or, a focused and highly specialized major with strong departmental support for, and student interest in, the specific program theme.
* A thematic focus that is relevant to the location of the site abroad and can utilize distinctive local physical, cultural and academic resources.
* An enthusiastic and dedicated faculty leader(s) or department that can successfully promote the program to students starting 9-12 months prior to the program start date.

**Proposal Process**

All faculty members who are interested in proposing a faculty led or customized program with GEO submit a completed GEO Faculty Led, Customized, and Departmental Field School Proposal Form along with the required endorsement signatures. UO faculty must also submit a Course Approval Form for each course being proposed, including signatures, which can be found at the end of the proposal document.

For more information, or to discuss possible program ideas you may have, please contact Kristen Kalbrener, GEO Program Manager and Program Development Liaison.

Email: [kkalbren@uoregon.edu](mailto:kkalbren@uoregon.edu)

Phone: 541-346-1238

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**GEO Faculty Led, Customized, and Departmental Field School**

**Program Proposal Form**

Faculty and departments from the University of Oregon and GEO partner institutions may propose a faculty led study abroad program at one or more GEO sites abroad by completing this form. University of Oregon faculty may also use this form to propose a faculty led study abroad program at any other non-GEO site location. This form is meant to guide you through details of your proposed program. Please provide as much detail as possible. Once the proposal is submitted to GEO, a GEO Program Coordinator will contact you to further discuss your proposal. All program proposals that require the University of Oregon to issue academic credits must be approved by the Study Abroad Programs Committee (SAPC) at the University of Oregon.

**I. CONTACT INFORMATION**

**Name of Proposer or Faculty Member:** Click or tap here to enter text.

Current Position: Click or tap here to enter text.

Name of Institution: Click or tap here to enter text.

Department: Click or tap here to enter text.

Office mailing address: Click or tap here to enter text.

Office phone: Click or tap here to enter text. Cell Phone: Click or tap here to enter text.

Email: Click or tap here to enter text.

Skype: Click or tap here to enter text.

**College Dean:**

Email: Click or tap here to enter text. Office phone: Click or tap here to enter text.

**Faculty/Department Chair:**

Email: Click or tap here to enter text. Office phone: Click or tap here to enter text.

**Campus Study Abroad Contact** (If not from University of Oregon):

Email: Click or tap here to enter text.

Office Phone: Click or tap here to enter text.

**II. FACULTY INFORMATION**

A brief background and bio of faculty leader(s) (please also attach your CV when submitting your proposal):

Click or tap here to enter text.

International experience (also include prior experience with leading study abroad programs or faculty participation in programs overseas, etc.):

Click or tap here to enter text.

Foreign languages spoken and proficiency:

Click or tap here to enter text.

List any current first aid and/or cpr certification or related:

Click or tap here to enter text.

Briefly describe any direct experience at the program site and with local contacts:

Click or tap here to enter text.

**Do you plan to bring a grad student or community member as a program assistant?  Yes  No**

**III. PROGRAM PARAMETERS**

At what GEO site would you like to teach or propose a field school?

Click or tap here to enter text.

If the program location(s) will not be at a GEO Center, please provide information about the proposed location, in-country contacts and any services which may be provided by known vendors or providers:

Click or tap here to enter text.

What initiative, student or curricular need is this program designed to address?: Click or tap here to enter text.

Length of program: Click or tap here to enter text.

Length of program should include the student arrival date to the student departure date.

Proposed dates or term: Click or tap here to enter text.

Proposed dates should include the student arrival date to the student departure date.

Will this program be offered on a one time or ongoing basis? Click or tap here to enter text.

Please describe the housing available for students participating in this program (if you are able to provide these details):

Click or tap here to enter text.

Will classroom space be required? Click or tap here to enter text.

**Student Enrollment**

After the program fee is finalized, GEO will contact you with a minimum enrollment number which must be met by the GEO student application deadline. If you have a minimum enrollment in mind, please list it here:

If there is a *maximum enrollment* for the program, please list it here: Click or tap here to enter text.

Is this program open to students from the GEO network of campus partners, or only open to students from your home campus? Click or tap here to enter text.

What efforts will be made to make this program inclusive or equally accessible to students of color, low income students, students with disabilities, LGBTQ students, and students from other groups underrepresented in study abroad programs? Please address the accessibility of this program for students in the underrepresented groups above: Click or tap here to enter text.

To what group of students (e.g. undergraduate business majors) will this program be targeted?

Click or tap here to enter text.

By what criteria will participants be selected?

Click or tap here to enter text.

Additional Student Requirements (if applicable):

Click or tap here to enter text.

Minimum cumulative GPA (if other than 2.50): Click or tap here to enter text.

Minimum university standing (sophomore, junior, etc.): Click or tap here to enter text.

Minimum language requirement, including the language: Click or tap here to enter text.

Pre-requisite course(s) required: Click or tap here to enter text.

Additional requirements: Click or tap here to enter text.

Does this program have an internship component? Yes  No

If yes, please explain below:

Click or tap here to enter text.

**IV. PROGRAM DESIGN**

Program theme/title: Click or tap here to enter text.

**How will the program design leverage this site and/or region to meet the program objectives?**

Click or tap here to enter text.

**Title of course 1:** Click or tap here to enter text.

Applicable disciplines: Click or tap here to enter text.

Contact hours: Click or tap here to enter text.

Course level (100-400) Click or tap here to enter text.

Language of instruction: Click or tap here to enter text.

Brief description of course: Click or tap here to enter text.

Potential course-related excursions: Click or tap here to enter text.

Additional details (local contacts, other program activities, etc.): Click or tap here to enter text.

Will this course be approved for credit on your campus? Click or tap here to enter text.

If yes, in which department would this course be approved for credit and at what level? If multiple departments, list all. Click or tap here to enter text.

What requirement(s) does this course satisfy in your or other departments? Click or tap here to enter text.

Will this course fulfill a General Education, departmental or university requirement on your campus? Click or tap here to enter text.

**Title of course 2:** Click or tap here to enter text.

Applicable disciplines: Click or tap here to enter text.

Contact hours: Click or tap here to enter text.

Course level (100-400) Click or tap here to enter text.

Language of instruction: Click or tap here to enter text.

Brief description of course: Click or tap here to enter text.

Potential course-related excursions: Click or tap here to enter text.

Additional details (local contacts, other program activities, etc.): Click or tap here to enter text.

Will this course be approved for credit on your campus? Click or tap here to enter text.

If yes, in which department would this course be approved for credit and at what level? If multiple departments, list all. Click or tap here to enter text.

What requirement(s) does this course satisfy in your or other departments? Click or tap here to enter text.

Will this course fulfill a General Education, departmental or university requirement on your campus? Click or tap here to enter text.

**\*Please submit a draft syllabus for each course you are proposing\***

*Note: if the program will be in a non-English speaking country, a language course may be recommended.*

Would you like to request additional courses to be taught by local faculty (optional, but may include language courses or other academic topics): Click or tap here to enter text.

If yes, please list course titles and language of instruction for each course: Click or tap here to enter text.

**VI. ENDORSEMENTS**

**Faculty Proposer**

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Printed Name Title

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Signature Date

**Department Chair**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Printed Name Title

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Signature Date

**Dean or Associate Dean**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Printed Name Title

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Signature Date

**UO Vice Provost for International Affairs**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Signature Date

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**GEO Faculty-led Program**

**Course Approval Form**

1. A separate copy of this form is required at the time of proposal for each course that will beinstructed by a faculty member or other persons, as possible. In addition, please attach to this form (prior to evaluation) a tentative syllabus that addresses the general course information: brief course description, number of contact hours, main themes/topics, major readings/content, and proposed assignments or mentors of assessment.
2. This form should be completed by the appropriate course evaluator in the respective department or program (e.g., as appropriate, undergraduate coordinator, graduate coordinator, etc.).

Course title: Click or tap here to enter text.

Name of the program: Click or tap here to enter text.

This course is approved for the following course level(s) (CHECK ONLY ONE OPTION):

188  288  388  488  588  488/588

UO subject code (e.g. ANTH, ENG): Click or tap here to enter text.

Proposed Course title for transcript: (Max 16 characters/spaces):

Click or tap here to enter text.

Will this course count towards major requirements in your department? Yes  No

*If yes, please specify what course(s) or requirement(s):*

Click or tap here to enter text.

Will this course count towards minor requirements in your department? Yes  No

*If yes, please specify what course(s) or requirement(s):*

Click or tap here to enter text.

Please list any course attributes that would apply: Click or tap here to enter text.

Approved by (print name): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Click or tap here to enter text.

Will this course count towards minor requirements in your department? Yes  No

*If yes, please specify what course(s) or requirement(s):*

Click or tap here to enter text.

Please list any course attributes that would apply: Click or tap here to enter text.

Approved by (print name): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_